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AIR TERMINAL OPERATIONS CENTER



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SUMMARY OF REVISIONS

This interim change (IC) provides updated guidance on Couriers and Defense Courier Service procedures. A “[]” indicates revised material since the last edition.

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Section A—General Instructions

1. General. This volume provides guidance and procedures to be used by the air terminal operations center (ATOC) in performance of daily responsibilities. The ATOC is placed an echelon above other air terminal workcenters to effectively exercise command and control over all air terminal workcenters. Extensive knowledge of all directives, policies, and procedures pertaining to passenger and cargo/mail handling is desired. The ATOC provides terminal workcenters with information to manage available resources to receive, document, and move passengers, cargo, and mail. It is the focal point through which all information relating to airlift traffic flow is received, processed, and dispatched to each functional area. The ATOC controls all space allocated on each assigned mission and is responsible for obtaining maximum utilization on each mission. At some locations, this function will be collocated in the consolidated command post. The ATOC is normally comprised of five main functions: duty officer/senior controller, information control, ramp control, load planning, and capability forecasting.

2. Responsibilities of the Air Terminal Operations Center Flight Chief. The ATOC flight chief is responsible for supervising and controlling ATOC resources, as well as ensuring only the most highly qualified personnel are selected to perform ATOC duties. The flight chief is also responsible for establishing a quality assurance evaluator program to monitor or oversee air carrier's performance IAW AMCI 24-201, *Commercial Airlift Management--Civil Air Carriers*, and AMC commercial contracts. Specific duties and responsibilities for ATOC functions may be outlined by operating instructions to assure full compliance with established directives and local procedures. Functions under the flight chief will execute the following responsibilities:

2.1. **ATOC Duty Officer/Senior Controller.** Establish a duty officer/senior controller program to oversee and monitor the aerial port operation and to act, as a representative for the operations officer after duty hours or at any time deemed necessary. Specific duties and responsibilities may be outlined by operating instructions to assure full compliance with established directives and local procedures. Duty officers/senior controller must have continuous access to a radio-equipped flight-line vehicle for observation of flight-line activities. See [Section C](#) of this volume for detailed guidance.

2.2. **Information Control.** Establish an information control function to provide aircraft status information to each workcenter within the aerial port. Information updates will be passed to work centers with special emphasis placed on arrival and departure bulletins. At some locations, this function will be located in the consolidated command post separate from the ATOC. It will be responsive to the needs of the chiefs of ATOC and consolidated command posts and identified as the aerial port information controller. See [Section D](#) of this volume for detailed guidance.

2.3. **Ramp Control.** Establish a system for the ramp controller to provide instant communication to information control. The ramp controller acts as the eyes and ears of the information control function and relays all ground handling status information to that function. See [Section F](#) of this volume for detailed guidance.

2.4. **Load Planning.** Establish a load planning function to receive and monitor space allocations, pre-plan cargo movements, pre-select and sequence cargo loads, perform weight and balance, initiate or respond to traffic space blocks, monitor aircraft utilization, request increases or decreases in airlift capability to meet the needs of existing port management level, monitor shipment age profiles. Monitor the movement of explosives and diplomatic cargo with approved diplomatic clearances coordinated by capability forecasting. Monitor special interest and high priority cargo, ensure expeditious

movement of AMC MICAP/VVIP items in accordance with paragraph 23. of this volume, AMCI 24-101, Volume 11, *Military Airlift--Cargo and Mail*, and AMCI 23-102, *Expeditious Movement of AMC VVIP and FSS Items*, and conduct periodic inventories of all outbound cargo and mail (except special handling) in the terminal. See [Section E](#) of this volume for detailed guidance.

2.5. Capability Forecasting. Establish a capability forecasting function to monitor, receive, post, publish, and distribute airlift capability forecasts to each workcenter daily. Forecasts will consist of known airlift capability based upon current operations bulletins with amendment changes and will include all available opportune airlift. Immediately upon receipt, pass all additions, deletions, and/or revisions to published forecasts to affected workcenters. The accuracy and timeliness of the capability forecasts are of paramount importance to facilitate equipment scheduling and workload planning. Requests and receipts for clearance of explosives and diplomatic cargo clearances. See [Section G](#) of this volume for detailed guidance.

2.6. Mobility Kits. Assemble and maintain a mobility kit for ATOCs with a mobility tasking for deployment with aerial port forces as directed by the AMC Tanker Airlift Control Center (TACC)/XOG, appropriate numbered Air Force (NAF), or unit commander. Strategic aerial ports will maintain a minimum of one mobility kit. Management may obtain additional kits. Maintain emergency evacuation kit in case of power outage or natural disaster. The kit(s) will contain the following:

2.6.1. Publications, forms, status boards designed to coincide with AMC Form 68, **Aerial Port Movement Log**, miscellaneous supplies, and equipment as identified in AMCI 24-101, Volume 18, *Military Airlift--AMC Aerial Port Mobility Units and Aerial Delivery Flights*, for ARC, mobile, and strategic units.

3. Automation in Aerial Ports. Automated methods may supersede manual methods in this volume as long as the automated method captures and maintains the same information required by the manual method. For example, if there is a (GATES)/ automated report that has the same information as a manual report, the automated report should be used in lieu of the manual report. Similarly, if an automated system generates the same information as a required form, then a printout of that information may be kept with or in lieu of the form. In all cases, before relying on automated products to replace requirements stated in this volume, obtain approval from AMC headquarters. Route requests to HQ AMC/DONC with information copies to HQ AMC/DONI IAW AMCI 24-101, Vol. 1 *Military Airlift--Transportation*.

Section B—Facilities

4. Facilities. The facilities and services detailed in this chapter are the minimum the ATOC needs to meet its responsibilities. Where required facilities are not provided and cannot be provided at base level, the responsible unit commander will submit a request through host base engineering channels to the major command (MAJCOM) responsible for support facilities and HQ AMC/DON/DOZ.

5. Requirements. The requirements listed in this chapter are essential to effectively manage the ATOC.

5.1. Intrabase Telephone System (not applicable to ARC aerial port units). An intrabase key telephone system will be installed in each ATOC. Because the requirement for direct circuits varies from base to base, local management must determine what direct circuits are needed. A direct link with the following activities should always be considered: command and control center (CCC), base operations, passenger processing, air freight, ramp services, special handling, fleet service, squadron or port

operations office, records reports and analysis, security police desk, explosive ordnance disposal (EOD), aerial port or support squadron commander, and representatives from the Bureau of Customs, Immigration and Naturalization Service, and Department of Agriculture, and other locally designated agencies.

5.1.1. Class "A" Telephone Service (not applicable to ARC aerial port units). The following is considered the minimum required for each ATOC: (NOTE: At least one class A telephone will be located on information control and load planner consoles.)

Class Terminal (See Allowance Source Code 758)

1-5	1 class A telephone
6-15	2 class A telephones
16-20	3 class A telephones

5.2. Nontactical Radio System Policy and Requirements (not applicable to ARC aerial port units). Each ATOC requires a nontactical radio system to effectively accomplish its assigned mission.

5.2.1. Each non-tactical radio system will consist of a fixed low power (not to exceed 35 watts) transceiver, plus vehicular and portable radio(s). This system will be under control of the ATOC.

5.2.2. Non-tactical radio system antennas will be installed at sites selected to provide optimum range.

5.2.3. AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios and the Military Affiliate Radio System*, and Allowance Source Code 660 outline procedures for the management of non-tactical radio equipment, procedures for submitting requests for radio equipment and frequency requirements, and format for reporting AMC non-tactical radio equipment assets.

5.3. Standardization. The optimum working area for the ATOC is based upon the maximum number of personnel required to perform the functions of the section during peak workload periods. Square feet allowed for each person required to perform the function will be in accordance to AFI 32-1024, *Standard Facility Requirements*.

5.3.1. Install wall, floor, and ceiling silencing materials in the ATOC to reduce noise level to a minimum.

5.3.2. Display boards should be uniformly constructed of glare-free materials (to facilitate easy reading). Required display boards will include the following:

5.3.2.1. Inbound Mission Monitoring Screen (**Figure 1.**)

5.3.2.2. Outbound Mission Monitoring Screen (**Figure 2.**)

5.3.2.3. Special Interest /Special Handling/MICAP/VVIP Screen (**Figure 3.**)

5.3.2.4. Human Remains Detail Screen (**Figure 4.**)

NOTE: ATOCs consolidated with maintenance control or CCCs may utilize inbound and outbound boards designed for consolidated operation if they contain all required data as shown in **Figure 1.** through **Figure 4.**

Figure 1. Inbound Mission Monitoring Screen.

Mission #	MDS	Prev ATD	ETA	ATA	Spot	ETD	Pax	PP	SI	SOE	R
CallSign	Tail #	From	ETB	ATB	ConfRq	Next 3 ICAO	Cargo	L			
PJP 068100	C141B	036/2315	037/0050	037/0041		037/1830	22			SOE	M
036											
REACH	60156	KTCM	037/0055	037/0050	CP1M	PHIK PGUA RJTY					
60156											

Figure 2. Outbound Mission Monitoring Screen.

Mission #	MDS	Spot	Frq	ConfRq	ETB	ATB	ThrPax	ThrCgo	ThrPP	SI	SOE	R
CallSign	Tail #	Next 3 ICAO			ETD	ATD	TotPax	TotCgo	TotPP			
PBP 068100 037	C141B	100	CP1M		037/1808	3					SOE	M
REACH 60156	60156	PHIK	PGUA	RJTY	037/1830	037/1822	49	33097	8			

Figure 3. Special Interest/Special Handling/MICAP/VVIP Screen.

Category	Nomenclature	TCN	Pieces	Weight
PP Dest	Comment			
AMC MICAP	HARNESS	FB440860389890XXX	1	2
13 RJTY	MARKED FOR C5 40060			

Figure 4. Human Remains Detail Screen

Name	Rank SSAN	Service	Container	View
Escort	Receiving Agency		Onload Leg #	Off ICAO
Comment				
JAMES X. SMITH	GYSGT 123-45-6789	USMC	TRANSFER CASE	YES
JOHN Q. PUBLIC	PROVIDED BY SHIPPER	100		KDOV

Section C—ATOC Duty Officer/Senior Controller**| 6. ATOC Duty Officer/Senior Controller.** As a minimum, the ATOC duty officer/senior controller will:

6.1. Ensure fleet, freight, passenger service, and the ATOC ramp controller, as appropriate, meet arriving and departing aircraft to provide required service IAW locally established sequence of events (SOE).

6.2. Review inbound load messages. Use this information in prearrival planning.

- 6.3. Monitor the preload planning, selection, and positioning of cargo loads prior to the loadmaster/boom operator arrival. This is particularly important at en route stations where short ground times demand quick service.
- 6.4. Make periodic checks of cargo and passenger documentation for completeness and accuracy.
- 6.5. Ensure all available seats have been obtained and released to passenger service dispatch in time to accomplish effective utilization.
- 6.6. Ensure adequate supervision for missions requiring special attention. Air evacuation missions and "quick turn" aircraft are of prime concern; however, do not limit special supervision to this category. Monitor missions transporting DVs closely and provide coordination to all interested agencies.
- 6.7. Tour the ramp to keep current on aircraft loading; check weather forecasts and ramp conditions; check where all aircraft are parked; visit each section during each shift.
- 6.8. Monitor the movement of AMC MICAP/VVIP, 999, etc., through close coordination with load planning, special handling, and information control. ATOC duty officers/senior controllers will personally monitor all AMC MICAP shipments from the time they arrive in the terminal until they are loaded on the aircraft and the aircraft departs. TACC APCC will be contacted prior to any deviations to planned movement. APCC will be notified when the port receives custody of the AMC MICAP and when the MICAP departs on its scheduled airlift.
- 6.9. Verify loadmaster/boom operator alert times with CCC and ensure crews are briefed concerning explosives, hazardous, or other special handling cargo.
- 6.10. Ensure meal closeout times are met and delivery is made IAW locally established SOEs.
- 6.11. Coordinate among various sections to ensure requirements are met for the following:
 - 6.11.1. For courier movements, coordinate with , courier service, and passenger service.
 - 6.11.2. For commercial contract missions, coordinate with QAE, carriers representatives, air freight and passenger service.
 - 6.11.3. For transportation delays, coordinate with air terminal workcenter(s) concerned and provide TACC/APCC and CCC with detailed information.
- 6.12. Ensure delivery of all final manifests to the aircraft and proper loading of passengers aboard each flight in time to permit scheduled departure.
- 6.13. Monitor input of source data and on-time transmission of load messages, delay reports, human remains messages, and other related traffic reports.
- 6.14. Act, as representative for the operations officer during after-duty hours or at any time deemed necessary.
- 6.15. Provide wing or group and TACC/APCC data as required by AMCI 24-101.
- 6.16. Closely monitor aircraft maintenance status to ensure that passenger holding time at aircraft is consistent with mission requirement and is not excessive.
- 6.17. At each shift change, update manpower and MHE/vehicle/equipment availability with each duty section.

Section D—Information Control Function

7. Information Control. The information control function is responsible for gathering, processing, and disseminating all information pertaining to air terminal operations. Working in conjunction with the CCC, base operations, maintenance control, and other base agencies, and previous station's ATOC, the information control function will ensure that each terminal workcenter is given the necessary information to effectively accomplish the assigned mission. Terminal workcenters will not rely on any outside agency to provide information that is within the designated responsibility of the ATOC. Specific information to be provided to each terminal workcenter is as follows:

7.1. **Arrival and Departure Load Message Information.** The information control function will provide current arrival and departure data based upon inbound and outbound load messages or telephonic notification. Ensure data is sufficiently clear and complete to allow for effective ground handling preparation efforts.

7.2. **Aircraft Maintenance Status.** The information control function will monitor aircraft maintenance status, aircraft parking spot information, and changes in aircraft configuration and pass current information to CCC, maintenance control, and appropriate air terminal workcenters.

7.3. **Aircrew Notification and Load Briefing:**

7.3.1. **Aircrew Notification.** The information control function will verify loadmaster/boom operator arrival times with the CCC and give tentative availability times to terminal workcenters. When unique situations that alter or change requirements arise, coordinate with the CCC and make changes or cancellations of established arrival times.

7.3.2. **Aircraft Load Briefing.** The information control center will brief the aircraft commander or designated representative (e.g., loadmaster/boom operator) concerning prisoners and guards, couriers, number of pallets, load characteristics (e.g., overhang, rolling stock, etc.), total tonnage, etc. Give information to CCC in hard copy when the CCC is designated a one-stop facility. The loadmaster/boom operator may receive the briefing by telephone at the one-stop facility or in person at ATOC. Once information concerning number of passengers, deportees, special category passengers, and handicapped passengers is available, ensure the ramp coordinator briefs the aircraft commander or designated representative.

7.3.3. **Hazardous Cargo Briefing.** Information control will brief the aircraft commander or designated representative concerning hazardous cargo according to AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*. Aircraft commander or designated representative will print their name and rank directly below their signature on the air cargo manifest. Use AMC Form 302, **Cargo/Passenger Envelope and Checklist**, for the briefing on missions for which AMC Form 68, **Aerial Port Movement Log**, is prepared.

7.3.4. **CCC or Base Operations Hazardous Cargo Load Notification.** ATOC will provide CCC or base operations, as applicable, with hazardous material information for compliance with AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Provide the hazard class/division and gross weight of all hazardous materials. Additionally, for explosive shipments provide the Department of Defense (DoD) hazard class/division, gross weight, and net explosive weight (NEW).

7.3.5. **Passenger Deviations Hazardous Materials.** AMC passenger deviation procedures are covered in [Attachment 3](#).

7.4. Border Clearance Notification. When not already performed by CCC or base operations, the information control function will provide initial and updated airlift information to each border clearance agency as required.

7.5. CCC Coordination. The information control function will give the local CCC the necessary information to ensure completion of ground handling services prior to scheduled departure time. Coordinate initial payload requirements 6 hours in advance, if possible, and update as required. CCCs need load information in gross weights 6 hours in advance of departure time so computerized flight plans can be ordered. Request preferred parking spots in advance of aircraft arrival.

7.6. Control of Traffic Documentation. The ATOC will monitor the delivery and receipt of all aircraft or mission associated traffic documentation.

7.6.1. Inbound Documentation. The ATOC ramp controller will meet all arriving aircraft and collect all cargo documents (exception may be made for cargo or mail requiring signature service) for delivery to the ATOC for distribution to respective terminal work centers. Information control will use the stamp to record the Greenwich Mean Time (GMT) and Julian date of aircraft block time in the upper right-hand corner on copies of the inbound manifests. Send original stamped copy to the records and reports section. Send additional stamped copies to the section receipting and inchecking inbound cargo. Passenger service will collect terminating and through load passenger and baggage manifests and send them to ATOC IAW AMCI 24-101, Volume 14, *Military Airlift--Passenger Service*. When documentation is incomplete or missing, ensure the aircraft is searched for possible recovery. If the search fails, contact origin and enroute stations in an attempt to locate and recover missing documents. Enter a brief explanation in the remarks sections of AMC Form 77, **Aircraft Ground Handling Record**, and AMC Form 68 and ensure documentation is obtained. **NOTE:** The ATOC will use a rubber stamp similar to the following example to reflect the block time and date on terminating cargo manifests. EXAMPLE:

ATOC
ATB (GMT) Date(Julian).

7.6.2. Outbound Documentation. Information control will establish close coordination with load planning in order to provide for timely preparation and receipt of outbound documentation. Information control will prepare the aircraft document packet except for passenger boarding manifests and account for completeness of its contents prior to delivery to the aircraft. Information control will ensure ramp control delivers mission document packets to outbound aircraft when such documentation is not available at the time of crew briefing. Use AMC Form 302 or a suitable substitute.

7.7. ALHMNRMS (Airlift Human Remains Message). The ATOC is responsible for preparing and dispatching all messages relating to the movement or delayed movement of human remains. Dispatch all messages with a immediate precedence. Dispatch movement messages as far in advance of shipment as possible. Dispatch delay or reroute messages as soon as possible after it becomes known that a delay or reroute will occur. A copy of each message dispatched will be retained in the AMC Form 77 that applies to the mission on which the remains were airlifted or delayed. The originating station will obtain all the information required for movement messages, other than flight data, from the local mortuary affairs activity. Following are required addresses and the minimum information to be included in each message:

- 7.7.1. Movement message. Terminals equipped with Command and Control Information Processing System (C2IPS) will send messages using C2IPS (see the applicable users manual for message format). Terminals not equipped with C2IPS will follow message format in [Figure 5](#). (not required of en route stations) using the following addresses as applicable:
- 7.7.2. For remains of deceased Air Force military and civilian personnel, including dependents of Air Force personnel and contract engineering and technical services (CETS) personnel: AFSVA RANDOLPH AFB TX//SVM//.
- 7.7.3. For remains of deceased Army military and civilian personnel, including dependents of Army personnel: CDRPERSCOM ALEXANDRIA VA//TAPC-PED-D//.
- 7.7.4. For remains of deceased Navy military and civilian personnel, including dependents of Navy personnel: MEDDEN AFFAIRS GREAT LAKES IL//0332//. Provide info copy to: BUMED WASHINGTON DC//332//.
- 7.7.5. For remains of deceased Marine Corps military and civilian personnel, including dependents of Marine Corps personnel: CMC WASHINGTON DC//MPH-10//.
- 7.7.6. For remains of deceased Coast Guard members: COMMANDANT USCG WASHINGTON//GPS5//.
- 7.7.7. Agency or individual that will receive the shipment at destination station (provided by shipper).
- 7.7.8. APOD
- 7.7.9. En route stations
- 7.7.10. TACC/APCC
- 7.7.11. Message Contents (Reference [Figure 5](#)):

Figure 5. Human Remains Movement Message.

FROM: ATOC PREPARING MESSAGE

TO: ATOC AT APOD

ATOC AT EN ROUTE STATIONS

APPROPRIATE SERVICE AGENCY

AGENCY RECEIVING SHIPMENT AT APOD

TANKER AIRLIFT CONTROL CENTER//XOG/APCC//

UNCLAS

SUBJECT: HUMAN REMAINS MOVEMENT.

1. NAME OF DECEASED: SGT JOHN R. DOE, USAF, 999-99-9999.
2. SHIPMENT IN TRANSFER CASE.
3. REMAINS ARE VIEWABLE.
4. FLIGHT NUMBER: ABA 02T2 00 255.
5. ETD: 12/21157.
6. ETA: 13/0430Z.
7. ESCORT: SGT RICHARD E. SMITH.
8. AGENCY, WHICH RECEIVES, SHIPMENT: MORTUARY OFFICER DOVER AFB DEL-AWARE.
 - 7.7.12. Deceased identification:
 - 7.7.13. Military personnel: name, grade, branch of service, and Social Security number (SSN)
 - 7.7.14. Civilian employees: name, grade, SSN, and employment data.
 - 7.7.15. Contract engineering and technical services personnel: name and employment data.
 - 7.7.16. Dependents of military personnel and civilian employees: name of deceased; name, grade, SSN, and organization (or employment data) of the sponsor.
 - 7.7.17. Other United States citizens: name of deceased; name and address of sponsoring individual, agency, or firm.
 - 7.7.18. Whether remains are in a transfer case or casket.
 - 7.7.19. Whether remains are viewable or nonviewable (provided by shipper)
 - 7.7.20. Proposed flight number.
 - 7.7.21. Estimated time of departure (ETD) from APOE.
 - 7.7.22. Estimated time of arrival (ETA) at APOD.
 - 7.7.23. Escort's grade and name, if applicable.
 - 7.7.24. Agency or individual that will receive the shipment at destination station (provided by shipper).

7.7.25. Priority designator for return of transfer case, if applicable (provided by shipper, required by receiving mortuary activity).

7.8. Delay or Reroute Message (**Figure 6.**):

7.8.1. Message Addressees: Same as for movement messages.

7.8.2. Message Contents:

7.8.3. Reason for delay.

7.8.4. Complete identification of remains.

7.8.5. Original destination.

7.8.6. Date and time of arrival and the revised estimated date and time of departure of remains.

Figure 6. Delayed Movement of Human Remains Message.

FROM: ATOC PREPARING MESSAGE

TO: ATOC AT APOD

ATOC AT EN ROUTE STATIONS

APPROPRIATE SERVICE AGENCY

AGENCY RECEIVING SHIPMENT AT APOD

TANKER AIRLIFT CONTROL CENTER//XOG/APCC//

UNCLAS

SUBJECT: DELAYED MOVEMENT OF HUMAN REMAINS.

REF: OUR (CITE DATE TIME GROUP OF MOVEMENT MESSAGE).

THE REMAINS OF SGT JOHN R. DOE, USAF, 999-99-9999, ARRIVED MCGUIRE AFB NJ 13/0300Z. ONWARD MOVEMENT IS DELAYED DUE TO EN ROUTE WEATHER. REVISED ETD FROM WRI IS 14/0100Z; ETA DOV IS 14/0215Z.

7.9. ALLOAD (Airlift Load) Message Remarks for Human Remains. Upon departure of the aircraft, the deceased individual's name, rank, branch of service, actual time of departure (ATD), and agency or individual to receive the shipment will be placed in the remarks section of the ALLOAD message.

7.10. Life or Death Urgency Shipments. Such shipments consist of biologicals or other medical supplies of such urgency that human life is dependent upon immediate receipt. The shipper will establish life or death urgency upon delivery to the originating AMC terminal. Exempt these shipments from system entry time (SET) and move them on the first available mission that will effect the most expeditious movement to the shipment destination. Accomplish transfer between aircraft at en route stations if transfer will significantly improve delivery time. Manifest shipments separately and annotate the manifest with the words "LIFE OR DEATH URGENCY."

7.10.1. Handle all emergency shipments on a hand-to-hand receipt basis using DD Form 1384, **Transportation Control and Movement Document**, or DD Form 1385, **Cargo Manifest**, or automated manifest signed by the aircraft commander. Brief the aircraft commander on the urgency of the shipment. The aircraft commander will retain custody of the shipment during flight.

7.10.2. The originating ATOC will dispatch an "Immediate precedence" message to destination ATOC and all enroute ATOCs. Dispatch an information copy of the message to HQ AMC TACC/APCC. As a minimum, the message will include the following:

- 7.10.2.1. Subject: Life or death urgency shipment.
- 7.10.2.2. Transportation control number (TCN), pieces, weight, and cube.
- 7.10.2.3. Final destination.
- 7.10.2.4. Mission number.
- 7.10.2.5. Aircraft type and number.
- 7.10.2.6. Consignee.
- 7.10.2.7. Any special handling requirements en route
- 7.10.2.8. Nomenclature or item description if provided by shipper

7.10.3. Any changes that affect the status of the shipment require an updated immediate message.

7.10.4. A copy of each Life or Death urgency message dispatched will be retained in the AMC Form 77 that applies to the mission on which the shipment was airlifted or delayed.

7.11. Delay of Special Interest Cargo Aboard Aircraft. The following procedures are established to preclude unwarranted intransit delay of special interest cargo (AMC MICAP/VVIP, 999, perishable shipments, etc.) on board delayed aircraft.

7.11.1. Special interest cargo on aircraft with an anticipated unscheduled delay of 12 hours (2 hours for AMC MICAP/VVIP). ATOC will evaluate all factors and determine if alternate airlift is available and should be used to expedite this cargo movement. The following will be used for determination:

- 7.11.2. Estimated time in commission (ETIC) and slipping ETIC.
- 7.11.3. Extended crew rest.
- 7.11.4. Equipment or manpower availability.
- 7.11.5. Available terminal space.
- 7.11.6. Security requirements.
- 7.11.7. Applicable local management factors.

7.11.8. Special Interest cargo on aircraft with an anticipated unscheduled delay over 24 hours (2 hours for AMC MICAP/VVIP). ATOC will apprise TACC/APCC of the nature and priority of shipments and request space blocks or reroute to accommodate cargo movement. Each succeeding 12-hour delay requires a new situation assessment by the ATOC and the TACC/APCC.

7.12. Constructing AMC Mission Identifiers for Non-AMC Missions Carrying Channel Traffic. When channel traffic, cargo and mail, or passengers are placed aboard any aircraft carrying other than an AMC mission identifier, the ATOC will construct an AMC mission identifier according to the general section of AMC passenger and cargo schedules. Use this mission identifier for manifesting purposes and reporting channel traffic movement as defined in DoDR 4515.13R, Chapter 8.

7.13. C2IPS Qualification Training. C2IPS qualification training and certification will be annotated on the AF Form 797, Job Qualification Standard Continuation for all AMC and Navy air terminal users of C2IPS, including senior NCOs and officers. The job qualification standard for AMC air terminal users of C2IPS is outlined in [Attachment 2](#) of this volume.

8. AMC Form 77, Aircraft Ground Handling Record. This form is designed to provide the unit a step-by-step record of events for all aircraft transporting cargo or passengers, and serviced by AMC air transportation personnel. The title of the form reflects the proper perspective for its use-aircraft (not exclusively mission) ground handling record.

8.1. Use of the AMC 77. Odd and even mission number changes reflecting uninterrupted inbound and outbound missions will be recorded on the same AMC Form 77. The inbound and outbound mission numbers may differ completely for several reasons; emergency air evacuations and aircraft swaps due to maintenance problems are two excellent examples. In both cases, the original AMC Form 77 for affected aircraft should reflect the actual outbound mission operated.

8.1.1. The ATOC section will ensure all information on the form is accurate and properly completed and will prepare a folder on all aircraft handled. A considerable amount of the information contained on the form is furnished by other terminal work centers; therefore it is the responsibility of these work centers to ensure the information provided is accurate, timely, and complete.

8.1.2. Once the form is completed, the shift supervisor must review it for accuracy and contents. After signing, the supervisor sends the folder to the records and reports section at a time determined by local management. The folder must always contain, but is not limited to, the documents listed in the folder checklist. In the event a particular document is omitted, the shift supervisor will explain in the remarks section and indicate efforts to obtain the necessary documents.

NOTE: Once an AMC Form 77 is completed for a mission and that mission is canceled, diverted, etc., annotate the form with the reason the mission did not operate and send it to the records, reports, and analysis section for inclusion on the AMC Form 85. Use the following instructions to complete the folder.

8.1.3. Start and completion time entries on AMC Form 77 will reflect the times that work on an aircraft are actually started and completed. In all instances, the time recorded on the AMC Form 77 will reflect the time the first task is started and the last task is completed.

8.1.4. If a section completes all tasks and at a later time it is necessary for the same section to return to the aircraft, the subsequent handling should be recorded in the AMC Form 77 remarks section.

8.1.5. Record times in GMT.

8.2. Inbound Information. This information is used as a resource management tool for planning cargo/mail and passenger off-load. Pass inbound mission information to all work centers as soon as it is available. When ALLOAD message is received prior to aircraft arrival block 14 is optional (annotate remarks block "see ALLOAD")

8.2.1. Mission Number/Date. Enter mission number prefix and basic mission number (for non-AMC aircraft which are not carrying channel traffic, enter call sign or appropriate service). Enter Julian date the mission was scheduled to operate. Example: PBP080700160

8.2.2. Aircraft Type/Tail Number. Enter the numbers of design designation and insert alpha characters. Example: DC8F, C141B, C5B. For aircraft number enter the last five alphanumeric charac-

ters of the serial number. Always insert five characters. Use leading zeros as necessary. Example: 60141, 015ST.

8.2.3. Operator. Enter the two or three characters of the operator of the aircraft. Always insert three characters, use leading zeros as necessary. That is, operator is 62 AW, enter 062. Operator is 436 AW, use 436. For commercial contract flights, enter the three-letter carrier code. Example: Federal Express, enter FDX; for World Airways, enter WOA.

8.2.4. From. Enter the three-letter air terminal identifier code for the station of last departure. Example: SUU, OSN.

8.2.5. ETA/Date. Enter estimated time and date of arrival. Example: 1645/21.

8.2.6. ATA/ATB/Date. Enter actual time and date for aircraft arrival and block. Example: 1643/1650/11.

8.2.7. Spot. Enter the aircraft parking spot. Example: F3, 7, G1W.

8.2.8. Ground Time. Enter the scheduled ground time. If it is a terminating mission, enter "TERM". Example: 3+15, TERM, etc.

8.2.9. Passengers Off. Breakdown as follows:

8.2.9.1. S/R. Enter total space required off this station.

8.2.9.2. S/A. Enter total space available off this station.

8.2.9.3. Total. Enter total number of passengers off this station.

8.2.9.4. F/N. Enter total foreign nationals off this station (non-US citizens, to include foreign national dependents of US citizens).

8.2.9.5. CIV. Enter total number of civilians off this station.

8.2.9.6. DV. Enter total number of distinguished visitors off this station.

8.2.9.7. Patients. Enter total number of patients off this station (this number may be obtained from manifest or local aeromedical representative).

NOTE: FN, CIV, DV, and patient numbers are for informational purposes so service can be provided by appropriate agencies. Therefore, an individual may be reflected more than once depending on the different categories that apply. Example: an individual may be a civilian and a DV; therefore, the individual is reflected as both a CIV and DV.

8.2.10. Passengers Through. Breakdown as follows:

8.2.10.1. S/R. Enter total space required through load this station.

8.2.10.2. S/A. Enter total space available through load this station.

8.2.10.3. Total. Enter total number of passengers through load this station.

8.2.10.4. F/N. Enter total foreign nationals through load this station (non-US citizens, to include foreign national dependents of US citizens).

8.2.10.5. CIV. Enter total number of civilians through load this station.

8.2.10.6. DV. Enter total number of distinguished visitors through load this station.

8.2.10.7. Patients. Enter total number of patients through load this station (this number may be obtained from manifest or local aeromedical representative).

NOTE: FN, CIV, DV, and patient numbers are for informational purposes so service can be provided by appropriate agencies. Therefore, an individual may be reflected more than once depending on the different categories that apply. Example: an individual may be a civilian and a DV; therefore, the individual is reflected as both a CIV and DV.

8.2.11. Cargo/Mail Off. Breakdown as follows:

8.2.11.1. Total weight. Enter gross weight to be off loaded at this station.

8.2.11.2. Cargo configuration. Enter rolling stock, floor loaded, married pallets, number of single pallets, etc., to be offloaded.

8.2.11.3. Explosives. Enter total weight to be offloaded this station. **NOTE:** Enter in the remarks the Class/Division, NEW, and other vital information on explosives.

8.2.12. Cargo/Mail Through. Breakdown as follows:

8.2.12.1. Total weight. Enter gross weight of through load cargo/mail.

8.2.12.2. Pallet positions. Enter total number of pallet positions utilized by through load. In addition, list rolling stock, overhang, married pallets, floor-loaded, loose, etc.

8.2.12.3. Explosives. Enter total weight of through load explosives. **NOTE:** Enter in the remarks (16) the Class/Division, NEW, and other vital information on explosives.

8.2.13. AMC MICAP/VVIP. Enter as follows:

8.2.13.1. Enter the TCN, nomenclature, number of pieces, and weight of AMC MICAP/VVIP shipments inbound.

8.2.13.2. Enter aircraft type and serial number the AMC MICAP/VVIP shipment is marked for.

8.2.13.3. Enter the location (i.e. RMS, OSN) of the aircraft the AMC MICAP/VVIP is marked for.

8.2.14. Special Handling/Human Remains. Enter any special handling/human remains information. Use remarks if needed.

8.2.15. Inbound Coordination. Enter in the ETA, revised ETA, and ATA/ATB columns the initials of the individual receiving the information for each section. At the bottom of each column, ATOC representatives passing the information will enter their initials and the time all sections were notified. Enter in the off load columns the start and completion times received and the initials of the individual passing the times from each applicable section. At the top of the column, enter the earliest of all start times and the latest of all completion times in the appropriate block and pass to CCC. Enter the initials of the individual in CCC receiving these times in the INT block.

8.2.16. Remarks. Enter inbound information vital to the operation of the mission. This should include (but is not limited to) times, problems, personnel contacted, phone calls, space blocks, equipment failure, aborts, etc. If additional space is needed, use the inside of the folder.

8.2.17. Completed By. Self-explanatory.

8.3. Outbound Information . Enter outbound mission information in this section and pass to applicable work centers as soon as it is available/received. When properly completed, entries in this section provide the various work centers with the information needed to handle the mission. Additionally, they provide a record of events that took place in handling the outbound mission.

8.3.1. Mission Number/Date. Enter mission prefix and basic mission number and Julian date the mission was scheduled to operate.

8.3.2. Aircraft Type/Number. Enter the numbers of design designation and insert alpha characters (DC8F, C141B, C5B). Enter the last five alphanumeric characters of the serial number. Always insert five characters, using leading zeros if necessary.

8.3.3. Operator. Enter the two or three characters for the operator of the aircraft. For commercial contract flights, use the three letter carrier code.

8.3.4. Mission Routing. Enter the three-letter air terminal identifier code for each station of the mission routing. Indicate any routing change in the remarks.

8.3.5. ETD. Enter the scheduled time of departure.

8.3.6. ATB. Enter actual time the aircraft blocks out.

8.3.7. ATD. Enter the actual time the aircraft is airborne (obtained from CCC).

8.3.8. Spot. Enter the aircraft parking spot.

8.3.9. Date. Enter actual Julian date of operation.

8.3.10. ETIC/IC. Enter time aircraft is estimated to be in commission utilizing blocks 1, 2, and 3, if necessary. Also, enter time aircraft comes in commission using IC block. "Trouble Shooting" as an ETIC is an appropriate entry if ATOC information controllers cannot obtain a more specific aircraft maintenance from the command post/maintenance complex. Update trouble shooting ETICs often to insure functional areas have current aircraft status routinely.

8.3.11. Configuration. Enter the aircraft configuration for AMC aircraft. If the aircraft configuration has been modified, enter the number of pallet positions and seats available. Enter the number of seats and pallet positions for Category B missions.

8.3.12. Operating Weight. Enter operating weight obtained from DD Form 365.

8.3.13. Moment/Index. Enter the operating moment/index obtained from DD Form 365.

8.3.14. Ramp Fuel Weight. Enter the ramp fuel load weight.

8.3.15. Allowable Cabin Load (ACL). Enter ACL as computed. All stations will compute an ACL for all departing flights. ACL is the maximum payload (cargo, mail, passengers, patients, and baggage) that can be safely transported by a specific aircraft over a specific route.

8.3.16. Critical Leg Allowable Cabin Load. Enter critical leg ACL as computed. The critical leg ACL will be computed for all missions that transport traffic over any portion of a planned itinerary. Critical leg ACL is defined as the maximum payload (cargo, mail, passengers, patients, and baggage) which may be carried over the most restrictive segment of a mission. The critical leg is normally the longest flying time and will usually be the most restrictive. ATOC personnel should, therefore, compute a critical leg ACL for that leg. For example a mission scheduled to operate CHS-DOV-RMS would require both of the following entries on the AMC Form 77.

8.3.16.1. ACL from CHS-DOV.

8.3.16.2. Critical leg ACL from DOV-RMS.

8.3.17. Actual A/C Ramp Weight. Enter actual aircraft ramp weight. Obtain this figure by adding aircraft operating weight, ramp fuel weight, and total gross weight of manifested load.

8.3.18. Loadmaster Data Block.

8.3.18.1. Block A. Enter loadmaster scheduled show time as established by CCC. Enter the initials of the individual in CCC passing the scheduled showtime and the initials of the person in ATOC who receives the scheduled showtime in the appropriate block.

8.3.18.2. Block B. Enter the time the loadmaster is available for duty.

8.3.18.3. Block C. Enter time briefed and individual's initials that briefed the loadmaster in the appropriate blocks.

8.3.18.4. Block D. Loadmasters will sign this block when they show at ATOC or their names will be printed in this block by ATOC personnel when the loadmaster shows at the one-stop processing center.

8.3.19. Passenger Close Out/Antihijacking.

8.3.19.1. Block A. Enter the total number of passengers the flight is closed out with.

8.3.19.2. Block B. Enter the time the manifest is closed out and all passengers are processed, and the initials of the individual passing the closeout.

8.3.19.3. Block 3. Enter the time antihijack actions are complete and initials of the individual passing the information.

8.3.20. Time Cargo/Mail Manifest Received. Enter (in the appropriate blocks) time the preload and final manifests are received.

8.3.21. Aircraft Available for Loading. Enter time aircraft is released to the air terminal for loading, and initials of CCC representative passing the information, as well as initials of ATOC person receiving the information in the appropriate blocks.

8.3.22. Notification of ACL/Seats. Enter in line 1 the computed ACLs. Example: 9/40,000-8 seats (nine pallet positions/40,000 pounds ACL, and eight seats available). Enter the initials of individuals receiving the computed ACLs, as well as date and time information is passed in the appropriate blocks. Enter in the ATOC/INT column the initials of individual passing the information. Complete lines 2, 3, and 4 in the same manner for revised ACLs.

8.3.23. Manifested Load Data. Enter number of passengers through, on, and total in column B. Enter passengers weight through, on, and total in column C. Enter net baggage weight (do not include weight of baggage pallet/bin) in column D, as provided by passenger service baggage section. Enter net cargo weight through, on, and total in column E. Enter net mail weight through, on, and total in column F. Enter number and tare weight (subtract the net weight from the gross weight to obtain tare weight; also include baggage pallets/bins) through, on, and total in column G. Enter the weight of throughload, onload, and totals in column H.

8.3.24. Mission Abort. Enter air or ground abort information, as appropriate. Use Remarks section, if needed.

8.3.25. Outbound Coordination. Enter in the ETD, revised ETD, ATD, and ETIC and IC columns the initials of the individual receiving the information at each air terminal workcenter. At the bottom of each column, the ATOC representative passing the information will enter their initials and time all workcenters were notified. Enter in the onload data column the start and completion times and the initials of the individual passing the information to ATOC from each applicable workcenter. At the top of the column enter the earliest of all start times and latest of all completion times in the appropriate blocks and pass to CCC. Enter the initials of the individual in CCC receiving these times in the INT block. Enter in the Pax Call column the initials of the individual in passenger service who receives the information. At the bottom of the column, enter the time the passenger load call was passed and the initials of the individual in ATOC passing the information.

8.3.26. Mission Folder Content. Check each item when the corresponding document is placed in the mission folder. Leave blank those items that do not apply. Additional contents not listed may be documented in block 26 by making pen and ink changes to line items not needed. NOTE: Information Control will ensure all station file documentation (final passenger manifest, Shipper Declaration, etc.) is included in the AMC Form 77 prior to forwarding to Data Records.

8.3.27. Telecon Coordination (Short Flight). Enter receiver's and passer's initials, as well as time passed, in the appropriate blocks when the aircraft load message is passed by telephone for short flights.

8.3.28. Remarks. Enter any outbound information vital to the operation of the missions. This should include, but is not limited to, special handling information, AMC MICAP/VVIP shipments, times, problems, personnel contacted, phone calls, space blocks, equipment failures, aborts, etc. If additional space is needed, use inside of the folder. Information documented on AF Form 4080 or Load Message enclosed in this folder need not be duplicated in this section.

8.3.29. Completed By: Self-explanatory.

8.3.30. Shift Chief. The shift supervisor will sign this block to indicate that the folder has been reviewed, and history is complete. Exceptions will be noted.

9. Automated AMC Forms 77 . Aircraft ground handling records in the format of the AMC Form 77, generated from GATES, will be used in lieu of the AMC Form 77. Disposition will be the same as for the AMC Form 77. Initials to reflect coordination with aerial port work centers are not required on the computer generated ground handling record. Send GATES records, with mission documentation for the AMC Form 77, to Records and Reports daily for filing IAW AMCI 24-101, *Military Airlift--Transportation Documentation, Data, Records, and Reports*. Dispose of all records per AFMAN 37-139, *Records Disposition Schedule*.

10. AMC Form 68, Aerial Port Movement Log. This form is designed to provide the unit with a step-by-step record of events for special missions. Prepare when the following missions are flown to support an operation:

- 10.1. AMC exercise or contingency.
- 10.2. Joint airborne and air transportability training (JA/ATT)
- 10.3. Expeditionary Operational readiness inspection (EORI)
- 10.4. Operational plans (OPLANS)

10.5. Special assignment airlift missions (SAAM)

10.6. Local training missions

NOTE: When channel and opportune traffic, including space available passengers, are transported on any of the above missions, prepare AMC Form 77 in lieu of annotating the mission on the AMC Form 68. When directed by local management, the AMC Form 77 may be used in lieu of the AMC Form 68.

10.7. Prepare according to the instructions on the front of the form.

10.8. Close-out at 2400 Zulu each day. When missions operate for a period of more than 1 day, transfer information to a new AMC Form 68. Units with minimum workloads will use previous day AMC Form 68 until a complete day's mission can no longer be recorded.

10.9. Once the form is completed and closed out, the shift supervisor will review it for accuracy and content. The supervisor will sign and send the folder and contents to the records, reports, and analysis section. If a document is omitted from the folder, the ATOC shift supervisor will make an entry explaining what efforts are being made to obtain the necessary documents.

10.10. Disposition is the same as for the AMC Form 77.

10.11. See volume 18 of AMCI 24-101 for ATOC documentation requirements during deployment.

11. AMC Form 56, Rehandled Workload. The chief, ATOC, is responsible for preparing and submitting AMC Form 56 for rehandled aircraft not later than 2 workdays after the end of each month to the records, reports, and analysis section. The AMC Forms 56 will cover an entire operating month and is the source document for rehandled data. The Chief, Superintendent, or NCOIC of the ATOC, will review and sign AMC Form 56, prior to sending to the records, reports, and analysis section for processing and filing with the AMC Forms 82, *Monthly Station Traffic Handling Report*. **NOTE:** Examples of rehandled aircraft include extended delays, reroutes, load changes, and aircraft swaps that result in reaccomplishment of any previously accomplished ATOC action. If an aircraft is rehandled, document the reason in the reason for rehandling block (block E). Rehandled workload credit can only be taken if the additional handling is due to circumstances beyond aerial port control. Rehandled workload credit CANNOT be taken by one section in order to correct a mistake by another section. You must physically touch the cargo, mail, baggage, passengers, and aircraft to take credit for rehandled workload. See volume 6 of AMCI 24-101 for additional guidance.

12. Coordination of Special Category Passengers. The ATOC will coordinate the movement of special category passengers in accordance with volume 14 of AMCI 24-101.

13. Allowable Cabin Load (ACL). Information needed to compute a firm ACL is furnished by the CCC. The ATOC ramp controller will meet transiting aircraft to obtain the operating weight and applicable weight and balance data for computation of a firm ACL. This information, along with revised fuel figures provided by CCC, will be used to compute the new or revised flight plan ACL. The applicable personnel limitation chart (AFI 1-2C141 V3, A-A, chapter 6.52 *C-141B Configuration/Mission Planning*, AFI 11-2C-5, Vol. 3, ADD A, *C-5 Configuration/Mission Planning*, chapter 4; or AFI 11-2C-17, Vol. 3, ADD A, *C-17 Configuration/Mission Planning*, chapter 4) must be reviewed when releasing seats on these aircraft. When both the portable lavatory and crew latrine are used, combine the total from both portions of the chart for maximum number of passengers allowed. ATOC will compute the critical leg ACL for all missions, which transport traffic over any portion of the planned itinerary. Critical leg ACL is

defined as "the maximum payload (cargo, mail, passengers, patients and baggage) which may be carried over the most restrictive segment of a mission." The critical leg is normally the longest flying time and will usually be the most restrictive.

14. Airlift Load Message (ALLOAD) or Aircraft Load Message (AM-9). (Figure 7. is an example of an ALLOAD message from C2IPS, see paragraph 14.5. and the C2IPS users manual for instructions on filling it out. Figure 8. is an example of an AM-9 message). ATOCs at en route and destination stations must receive advance information concerning cargo, passengers, and mail aboard arriving aircraft. This information is provided in the ALLOAD or AM-9 message. The ATOC will dispatch the ALLOAD (or AM-9 for non-C2IPS equipped locations), as soon as the load is firm, but no later than 30 minutes after the aircraft is airborne (ATD). Accuracy of the load message is imperative. Stations not equipped with C2IPS, GATES, or Super RCAPS will prepare messages using Sarah Lite joint message format.

14.1. Aircraft Load Message Corrections. Transmit load message corrections in the same manner as the original message; however, enter only that portion or portions of the message requiring correction in the prescribed format. Addressees remain the same as in the original message and the dispatch procedures are identical to those used in the initial message. Enter the statement "AM-9 correction" in part three as the first entry when only correction information is transmitted.

14.2. Load Message Transmission for Short Leg Segments. When fax/telephone capability exists and short leg segments (three hours or less duration) dictate and fax capability exists, pass load information to the next en route station by faxing AF Form 4080, **Load/Sequence Breakdown Worksheet**, and the ALLOAD/AM-9, confirming receipt via telephone. Send the aircraft load message to the second downline station and to addressees specified by the appropriate wing. This includes missions operating within the CONUS. For example, a mission's routing is OSN-KUZ-OKO. OSN will pass an aircraft load message and AF Form 4080 to KUZ by fax/telephone and will send an ALLOAD message to OKO.

14.3. ALLOAD/AM-9 Preparation. Prepare load messages on departures of all AMC airlift aircraft, including:

14.3.1. ANG and USAFR-operated missions

14.3.2. Commercial contract (category B) aircraft

14.3.3. Other service or command aircraft operating a valid AMC mission.

14.3.4. AMC exercise or contingency operations.

14.3.5. AMC Special Air Mission (SAM).

14.3.6. Special Assignment Airlift Missions (SAAM).

14.3.7. Send load messages to stations via C2IPS that have that capability. Messages may be faxed to stations with only a fax capability. All load messages will be unclassified, unless specifically designated otherwise by AMC headquarters. Paragraph 14.5. and the C2IPS users manual contain guidance for preparing the ALLOAD message.

14.4. ALLOAD/AM-9 Addressees. Address load messages to aerial port squadrons (APS), air mobility support squadrons (AMSS), AMC detachments (Det) and operating locations (OL), and contract air terminal operations (CATO), as appropriate. Information will be provided to TACC/APCC upon request.

14.4.1. Each station along the route of the aircraft will transmit an ALLOAD or AM-9 message to the next two en route stations identified in the itinerary and to addressees specified by the appropriate wing or TACC/APCC.

14.4.1.1. ALLOADs or AM-9s will also be sent to the final mission destination if the entire passenger or cargo payload is to that station and no changes are anticipated.

14.4.1.2. Other downline and en route stations may be included at the discretion of the chief, ATOC, if high interest items, such as AMC MICAP/VVIP, distinguished visitors (DV), explosives, etc., are aboard.

14.4.1.3. Send an information copy of all category B passenger mission load messages to TACC/XOGD.

14.4.1.4. Stations are not required to prepare an ALLOAD/AM-9 on aircraft that transit a station with no change in passenger, cargo, or patient payload. If any special handling considerations are affected, an AM-9 is required.

14.5. ALLOAD Format . Format ALLOAD message as follows (see C2IPS users manual for additional guidance):

14.5.1. Airlift Mission Reference (ALMSNREF) - Mission and aircraft identification data.

14.5.1.1. Leg Mission Number - Mission ID for aircraft.

14.5.1.2. Leg Number - Leg ID (must be consistent with leg mission number).

14.5.1.3. Aircraft Type - Formal aircraft type (MDS).

14.5.1.4. Tail Number - Aircraft tail number.

14.5.1.5. Call Sign - Aircraft call sign.

14.5.2. Load Event (LOADEVENT) - Load event action code.

14.5.2.1. Action Code - Specify action to take on message (A/R/D).

14.5.3. Aircraft Station (ACSTATION) - Sending and next station data.

14.5.3.1. Reporting Station ICAO - Reporting station four-letter ICAO code.

14.5.3.2. ATD - Julian date/time of departure.

14.5.3.3. Next Station ICAO - Next station four-letter ICAO code.

14.5.4. Aircraft Data (ACDATA) - Aircraft configuration data

14.5.4.1. Operator - Operator of aircraft.

14.5.4.2. Configuration - Valid aircraft configuration code.

14.5.4.3. Operating Weight - Actual aircraft operating weight, in pounds.

14.5.4.4. Moment Index - Actual operating moment.

14.5.5. Cargo Data (CARGODATA) - Valid cargo data entries, in pounds.

14.5.5.1. Total Payload - Sum of cargo, mail, passenger, and baggage weights (including tare weight).

14.5.5.2. ACL - Allowable Cabin Load (maximum pounds).

14.5.5.3. Cargo/Mail Aboard - Total cargo and mail weight, including tare weight.

14.5.5.4. Cargo/Mail Off Next Station - Cargo and mail weight (incl. tare weight) to be off-loaded next station).

14.5.5.5. Cargo Cube - Cubic feet of cargo and mail aboard aircraft (use 1 cube for every 10 pounds of mail).

14.5.5.6. UTE Code - Utilization code (2 characters). The utilization code is used to identify reasons for not fully utilizing available pallet positions or passenger seats as ACL on cargo and passenger missions. This field must be filled (do not leave blank). Two positions are available and will be used. The first position is to be filled with the code, which reflects the primary reason or explanation for utilization or nonutilization. Fill the second position with the code, which reflects the secondary reason or explanation for utilization or nonutilization. If only one code applies, enter in both positions.

Codes:

A: Pallet positions or seats not fully used due to substitute aircraft that provided more pallet positions or seats than the aircraft originally scheduled.
B: Excess seats. Scheduled or programmed passenger airlift capability in excess to station requirements.
C: Gained from previous station. All programmed seats used. Additional capability available to an en route station due to previous stations not using allocated seats.
D: Late passenger cancellations or no-show passengers.
E: Insufficient processed or palletized cargo on hand for downline stations, including cargo for other destinations that is authorized to be transshipped at downline stations (to be used if sufficient cargo is in the port, but is not yet processed or movement ready).
F: Low port level. Insufficient cargo in port (both processed and unprocessed), for downline stations, including cargo for other destinations which is authorized to be transshipped at downline stations.
G: Additional crewmembers (ACM). Used when ACMs preclude use of installed passenger seats or pallet positions.
H: Unsuitable cargo. Hazardous or other special handling cargo which precludes optimum utilization of cargo space or passenger seats.
J: Light pallets or cargo. All pallet positions used, but ACL not fully utilized due to light pallets or rolling stock or pallets with overhang which precludes full utilization of space.
K: Space block. Space not fully used due to passenger or cargo space block for downline stations.
L: Aeromedical Evacuation Mission. Limited or restricted capacity/availability for cargo or passenger movement. (i.e., late seat release due to patient requirements, maximized aircraft ACL before all seats could be accommodated, low altitude flight restrictions, additional fuel, etc).
V: Aircraft fully utilized. Cargo missions only. Used when percent utilized is 95 to 100 percent. Use the following formula:
Payload

X 100 = percent utilized
ACL
W: Aircraft fully utilized. Passenger missions only. Used when 95 percent or more of available passenger seats were used for space required (duty) passengers.
Z: No other code applies: Provide short explanation in remarks.

14.5.5.7. Total PP Available - Number of pallet positions available for use at this station. Do not include cargo that was thru-loaded to your station.

14.5.5.8. PP Used This Station - Number of pallet positions (including rolling stock) you used at this station. Do not include cargo that was thru-loaded to your station.

14.5.5.9. Total Pallets Aboard - Total number of pallet positions being used on the aircraft, including cargo that was thru-loaded to your station. Include the number of pallet positions used by rolling stock.

14.5.5.10. Pallets Off Next Station - The total number of pallet positions being offloaded at the next station. Include the number of pallet positions used by rolling stock.

14.5.6. Passenger Data (PAXDATA) - Passenger data. **NOTE:* Passenger data for entries in paragraphs 14.6.6.3 thru 14.6.6.16 will be obtained from passenger service prior to departure to expedite preparation of the AM-9. Passenger data should be received by ATOC no later than 15 minutes prior to aircraft departure.

14.5.6.1. Total Seats Aboard - Total passenger seats aboard.

14.5.6.2. Seats Avail This Sta - Seats offered for passenger movement at reporting station.

14.5.6.3. PAX On This Sta - Passengers loaded at this station. Do not include thru-load.

14.5.6.4. Total PAX Aboard - Total number of passengers aboard aircraft.

14.5.6.5. Off Next Station - Number of passengers debarking at next station.

14.5.6.6. Space Req Onloaded - Space required (duty) passengers loaded this station.

14.5.6.7. Space Req Aboard - Total space required passengers aboard aircraft.

14.5.6.8. Space Req Off Nxt Sta - Space required passengers debarking next station.

14.5.6.9. Space Avail Aboard - Total space available passengers aboard aircraft.

14.5.6.10. Space A Off Nxt Sta - Space available passengers debarking next station.

14.5.6.11. Foreign Natl Aboard - Total foreign nationals aboard aircraft.

14.5.6.12. F Natl Off Nxt Sta - Foreign nationals debarking next station.

14.5.6.13. Civilians Aboard - Total civilians aboard aircraft.

14.5.6.14. Civilians Off Nxt Sta - Civilians debarking next station.

14.5.6.15. DV Aboard - Total distinguished visitors aboard aircraft. Include DV codes and destination station codes in Remarks section of ALLOAD message.

14.5.6.16. DV Off Next Station - Distinguished visitors debarking next station.

14.5.7. Special Interest Cargo (SPECINTCRG) - Data on special interest cargo.

14.5.7.1. Ref - Cargo reference number.

14.5.7.2. Category - Cargo category (i.e., AMC MICAP, VVIP, FSS, etc.)

14.5.7.3. Dest - Destination of cargo, using four-letter ICAO code.

14.5.7.4. Nomenclature - Formal cargo name.

14.5.7.5. TCN - Transportation control number of cargo.

14.5.7.6. Pieces - Number of cargo pieces in the shipment.

14.5.7.7. Weight - Total weight (in pounds) of the shipment.

14.5.7.8. PP - Pallet position where cargo is located.

14.5.8. Special Interest Cargo Comment (SICARGOCMNT) - Comments on special interest cargo.

14.5.8.1. Ref - Cargo reference number.

14.5.8.2. Comment - Free text comment about cargo (not to exceed 62 characters).

14.5.9. Load Breakdown (LDBRKDOWN). Pallet position breakdown comments. See paragraphs 13.2.7.23 through 13.2.7.34 for additional information.

14.5.9.1. PP - Pallet positions where cargo is located.

14.5.9.2. Comment - Free text comment about cargo.

14.5.10. Remarks - Used for ALLOAD message remarks. Free text comments about entire message. See paragraphs 14.7.23 through 14.15.7 for additional information.

Figure 7. C2IPS ALLOAD Message

AIRLIFT LOAD MESSAGE

Originator Address: 60AW IPS TRAVIS AFB CA

Year: 1996

Time: 038/1723

Message Classification: U

Message Precedence Action: O

Message Precedence Info: P

Expiration Delta Time: 4800

MESSAGE ID

Title: ALLOAD

Originator: IPS 60AMW

Serial Number: 0381723

Month: FEB

Qualifier:

Qual Serial:

AIRLIFT MISSION REFERENCE

Leg Mission #: PBC 0607PO 038

Leg #: 200

Aircraft Type: C141B

Tail #: 70001

CallSign: RCH038PE

LOAD EVENT

Action Code: A

AIRCRAFT STATION

Reporting Station ICAO: KSUU

ATD: 038/1713

Next Station ICAO: RJTY

AIRCRAFT DATA

Operator: 62AW

ConfOn: C1

Operating Weight: 151521

Moment Index: 13919

CARGO DATA

Total Payload: 37159

ACL: 53479

Cargo/Mail Aboard: 35915

Cargo/Mail Off Next Station: 34963

Cargo Cube: 2689

UTE Code: JJ

Total PP Avail: 12

PP Used This Station: 12

Total Pallet Aboard: 12

Pallet Off Next Station: 12

PASSENGER DATA

Total Seats Aboard: 6
Seats Avail This Sta: 6
PAX On This Sta: 6
Total Pax Aboard: 6
Off Next Station: 6
Space Req Onloaded: 0
Space Req Aboard: 0
Space Req Off Nxt Sta: 0
Space/Avail Aboard: 6
Space/A Off Nxt Sta: 6
Foreign Natl Aboard: 0
F Natl Off Nxt Sta: 0
Civilians Aboard: 2
Civilians Off Nxt Sta: 2
DV Aboard: 0
DV Off Next Station: 0

SPECIAL INTEREST CARGO

Ref	Category	Dest	Nomenclature	TCN	Pieces	Weight	PP
1	AMC MICAP	RJTY	HARNESS	FB440860389890XXX	1	2	13

SPECIAL INTEREST CARGO COMMENT

Ref	Comment
1	MARKED FOR C5 40060

LOAD BREAKDOWN

	PP	Comment
1		SWS
2		OKO/5880/T2/CB92FFE
3		OKO
4		OKO/8990/T3/CB99FFE
5		OKO

| 6 | OKO
| 7 | OKO/2395
| 8 | OKO/2795
| 9 | OKO/3280
| 10 | OKO/3685
| 11 | OKO/3785
| 12 | OKO/3900
| 13 | OKO/1205

REMARKS

OKO / 4-6 / 2 / 5000 /NFG/2.2

OKO / 12 / 1 / 12 / MEDICAL SUPPLIES

OKO / 12 / 2 / 195 / FL/3/P4

OKO / 12 / 2 / 323 /MISC/9

OKO / 12 / 1 / 95 /CM/8

PASSENGER DEVIATION NUMBER SUU-98-038-01 TO OKO

14.6. AM-9 Format. Format AM-9 as follows:

PART ONE

14.6.1. Prefix - enter 3-character mission number prefix (general section of AMC passenger and cargo schedules).

14.6.1.1. Mission Number - enter mission number (general section of AMC passenger and cargo schedules). If the mission number consists of 3 characters, insert a leading zero, i.e., enter 553 as 0553.

14.6.1.2. Suffix - enter 2 characters. Use zeros as necessary, i.e., suffix is Y; enter Y0.

14.6.1.3. Scheduled Date - enter the Julian date the mission was scheduled to originate. Use leading zeros as necessary, i.e., Julian date is 73; enter 073.

14.6.2. Aircraft Type/Number - enter the number of design designation and insert alpha characters, i.e. aircraft type DC8F; C141B; C5B. Do not use a hyphen to separate elements. Aircraft Number-enter the last 5 alpha-numeric characters of the serial number. Use leading zeros as necessary, i.e., serial number is 684; enter 00684.

14.6.3. Operator - enter 2 or 3 characters of the operator of the aircraft. Use leading zeros as necessary, i.e. operator is 62 Airlift Wing (AW), enter 062; operator is 436 AW, enter 436 (general section of AMC passenger and cargo schedules). For commercial contract flights, enter the 3-letter carrier code, i.e., Federal Express, enter FDX; for World Airways , enter WOA.

14.6.4. Next Station - enter the 3-letter air terminal identifier code for the next intended airport of landing, i.e., OKO, FRF, MHZ (general section of AMC passenger and cargo schedules).

14.6.5. Operating Weight - enter the operating weight of the aircraft, in pounds. Obtain from DD Form 365-4. Do not insert commas.

14.6.6. Operating Moment - enter operating moment of aircraft. Obtain from DD Form 365-4. Do not insert commas.

14.6.7. Total Weight Aboard - insert this entry in pounds. Do not insert commas. Total through weight plus onload including passengers, baggage, cargo, and mail. This entry will be gross weight.

14.6.8. Total Cargo and Mail Aboard - insert this entry in pounds. Do not insert commas. Total gross weight of cargo and mail aboard aircraft. (Do not include passenger and baggage weight.)

14.6.9. Cargo and Mail Off Next Station - insert this entry in pounds. Do not insert commas. When the next intended airport of landing is the offload station for all the cargo and mail aboard, the total gross weight will be entered in this column. If no offload is planned, enter 0.

14.6.10. Pallet Positions Available - enter total number of complete pallet positions that are available (excluding through load) for this station's onload. Unpalletized shipments will be explained in part three, "remarks," i.e., rolling stock, floor loaded, etc.

14.6.11. Seats available (at station preparing message) - enter total number of seats offered, this station, for the movement of passengers. If none, enter 0.

NOTE: Passenger data for entries in paragraphs 14.7.12 – 14.7.21 will be obtained from passenger service prior to departure to expedite preparation of the AM-9. Passenger data should be received by ATOC no later than 15 minutes prior to aircraft departure.

14.6.12. Total Passengers Aboard - enter total number of passengers aboard aircraft. If none, enter 0.

14.6.13. Total Passengers Off Next Station - enter the number of passengers scheduled to deplane at the next station. If none, enter 0.

14.6.14. Required Passengers Aboard - enter the number of space required (duty) passengers aboard. If none, enter 0. Patients are also considered space required passengers.

14.6.15. Space Available Passengers - enter number of space available passengers aboard. If none, enter 0.

14.6.16. Space Available Passengers Off Next Station - enter number of space available terminating next station. If none, enter 0.

14.6.17. Foreign Nationals - enter total number of foreign nationals (non-United States citizens, including foreign national dependents of United States citizens). If none, enter 0.

14.6.18. Foreign Nationals Off Next Station - enter the number of foreign nationals scheduled to deplane at the next station. If none, enter 0.

14.6.19. Civilians Aboard - enter the number of civilians aboard. If none, enter 0.

14.6.20. Civilians Off Next Station - enter the number of civilians scheduled to deplane at the next station. If none, enter 0.

14.6.21. Total DVs Aboard - enter only the total number of DVs aboard; if none, enter 0. Enter each DV requirement separately in part three. Each entry will consist of appropriate codes in volume 14 of AMCI 24-101. Entries for DVs include BLUE BARKs and COIN ASSIST passengers.

PART TWO

14.6.22. Part 2 is intended to contain movement information of AMC MICAP/VVIP parts to facilitate movement monitoring by interested agencies, as well as provide offloading information to destination stations. Data will be supplied in accordance with volume 11 of AMCI 24-101 and AMCI 23-102, *Expeditious Movement of AMC VVIP and FSS Items*. Standardization of AMC MICAP/VVIP entries will assist all user agencies. Separately enter each AMC MICAP/VVIP shipment aboard. Each entry consists of the TCN, nomenclature, pieces, weight, type aircraft, tail number, present location of the aircraft that is in a non mission capable supply (NMCS) status, and aircraft compartment in which parts are located. When parts have been transferred from one aircraft to another (en route to destination), indicate the mission number and aircraft number from which the AMC MICAP/VVIP item was transferred. If more than one piece of MICAP/VVIP is aboard, continue the entries in the remarks section, part three.

EXAMPLE: MICAP FB442792409601XXX WHEEL (MLG)

1/250/141/60160/DNA/PALLET POSITION 10 transferred from PBP0807/00/240/141/60206

PART THREE

14.6.23. Part Three, Remarks. Remarks are primarily intended for amplifying entries made in part one. Strict formatting for cargo breakdown, special handling, and DV remarks are required as this information is absolutely necessary for APCC to make decisions affecting the routing of aircraft. Other information required in this section will not require strict formatting. Prepare load messages on category B passenger missions in accordance with [Figure 8](#).

14.6.24. The first entry in part three will be the aircraft configuration. If the aircraft configuration has been modified, enter the number of seats available and number of pallet positions on the aircraft. Reference AFI 11-2C141 V3, A-A and AFI 11-2C, V3, A-A. The following is an example aircraft configuration entry: "configuration C-1, CP-2, P-7, 58/3, 219 seats, etc."

14.6.25. Enter aircraft pallet position breakdown entries for the entire aircraft cargo compartment as follows: Pallet position, manifest station (end cargo destination if different than manifest station), and gross weight.

EXAMPLE: PP1/OKO(MSJ)/3540

PP2/OKO/7500

14.6.26. If not palletized, enter the code "RS" for rolling stock followed by the center of balance (CB) in inches from the front end (FFE), "FL" for large floor loaded items, "LS" for small loose items, and the total gross weight. In addition identify loose items with number of pieces and

weight for each destination. In the following example, pallet position 1 has a gross weight of 500 pounds of loose cargo for RMS, AVB, ADA and is broken out by number of pieces for each destination. RMS has 5 pieces at 50 pounds, AVB has 5 pieces at 90 pounds, and ADA has 10 pieces at 360 pounds. Pallet positions 2 and 3 have 1 piece at 1,600 pounds of floor loaded cargo for TOJ. Pallet positions 4, 5, and 6 have rolling stock for RMS weighing 5,280 pounds. NOTE: Overhang (OH) will be expressed in inches. In addition, indicate the direction of the overhang by using "A" for aft, "F" for forward and "B" for both. Identify a rolling stock having 36 inches overhang in the forward direction as follows:

EXAMPLE: PP 1/RMS/5/50/LS/AVB/5/90/LS/ADA/10/360/LS
PP 2-3/AVB/1/1600/FL
PP 4-5-6/RMS/5280/RS/CB76FFE/OH36F

14.6.27. Indicate multi-pallet trains and married pallets by a "T" signifying train followed by number of pallets in the train. Additionally, list the center of balance (CB) in inches from the front end (FFE) for all multi-pallet trains. In the following example, "T3" designates a series of married pallets (3-pallet train) with a center of balance 76 inches from the front end, for Kadena in pallet positions 1, 2, and 3.

EXAMPLE: PP 1-2-3/DNA/13240/T3/CB76FFE

14.6.27.1. In the next example, a 3-pallet train is manifested to Kadena for transshipment to Yokota; therefore, the end destination of the cargo is identified as follows:

EXAMPLE: PP 1-2-3/DNA (OKO)/13240/T3/CB76FFE

14.6.28. Pallet overhang will be expressed in inches. In addition, indicate the direction of the overhang by using "A" for aft, "F" for forward and "B" for both. Identify a 3-pallet train having 36 inches overhang (OH) in the forward direction as follows:

EXAMPLE: PP 2-3-4/DNA/13240/T3/CB76FFE/OH36F

14.6.29. Identify unoccupied pallet positions with the word "OPEN" as shown in the following example:

EXAMPLE: PP 1-2/OPEN
PP 3/DNA/4300
PP 4-5/DNA/8757/RS/CB76FFE
PP 6/DNA/2173

14.6.30. When any pallet position is not occupied and the following pallet will not fit under the C-141 crew rest facility because of height (HT) or forward overhang, use the next example to

properly identify the situation. **NOTE:** In the following example, the pallet in the number 4 position is 84 inches in height and exceeds the 76-inch height restriction; therefore, it cannot be moved into pallet position 1.

EXAMPLE: PP 1-3/OPEN
 PP 4/DNA/4000/HT84
 PP 5-6/DNA/8757/RS/CB85FFE
 PP 7/DNA/2173
 PP 8/UAM/3243/OH9A
 PP 9/UAM/1827
 PP 10/HIK/5500
 PP 11-13/OPEN

14.6.31. The following example reflects the pallet breakdown for a C-5 aircraft. Pallet positions 7 and 30 contain pallets exceeding C-141 height limitations and require C-5 lift. If cargo is outsized for a C-141 or C-130 aircraft, so indicate with (C5 RQD). If cargo is center loaded, identify as in the following example:

EXAMPLE:

PP 1/OPEN	PP 2/OPEN
PP 3-5/DNA(BKK)/12500/T2/CB80FFE	PP 4-8/DNA/2700/T3/CB120FFE
PP 7/DNA/2000/(C5 RQD)	PP 20-24/UAM/9000/T3/CB45FFE
PP 9-18/DNA/19800/RS/CB180FFE/Center Load	PP 26-28/HIK/5000/RS/CB86FFE
PP 19-23/UAM/9000/T3/CB92FFE/OH84A	PP 30/HIK(AWK)/3000/(C5RQD)
PP 25/Open due to OH from	PP 32/HIK (AWK)/3000
PP 27-33/HIK/17000/T4/CB120FFE	PP 34/OKO/4000
PP 35/HIK/4000/Baggage Pallet	PP 36/UAM/5000

14.6.32. The following example is for a C-130 mission with pallets containing mixed destination cargo:

EXAMPLE: PP1/OPEN
 PP2/YES/3540
 PP3/BZI/5300
 PP4/ESK/4125
 PP5/ESK/3800

PP6/MIX/2200

PP6/MIX BREAKDOWN

ESK/15/750

BZI /21/485

YES/15/610

14.7. Hazardous or Sensitive Cargo. Identify all hazardous or sensitive cargo in part III of the AM-9. Use the following hazardous materials abbreviations and class/division:

<u>Classifications</u>	<u>Abbreviations</u>
Explosives	EX; 1.1, 1.2, 1.3, 1.4, 1.5, 1.6
Flammable gas	FG; 2.1
Nonflammable gas	NFG; 2.2
Flammable liquid	FL; 3
Flammable solid	FS; 4.1, 4.2, 4.3
Oxidizing material	OXM; 5.1, 5.2
Toxic (Poisonous) gas or liquid (packaging Group I)	TG; 2.3 or TL; 6.1(Packaging Group I)
Toxic (Poisonous) liquid/solid (not Packaging Group I)	TL or TS; 6.1
Infectious or etiologic agent	IN or ET Ag; 6.2
Radioactive materials	RAM; 7
Corrosive material	CM; 8
Miscellaneous dangerous goods	MISC; 9
Magnetized material	MAGMAT; 9

NOTE: Identify hazard class/division, the passenger code as P1 (SAAM only, passenger deviations not authorized), P2 (cargo aircraft only, passenger deviations not authorized), P3 (cargo aircraft only, deviations requested through TACC/APCC), P4 (cargo aircraft only, deviations requested through authorized ATOC locations), or P5 (passenger or cargo aircraft without passenger restriction), , and signature service required as SIG SERV REQ (if applicable).

14.7.1. Arms, Ammunition, and Explosives (AA&E). Enter the pallet position, destination, number of pieces, documented weight, proper shipping name, inhabited building distance (IBD), if applicable, hazard class or division, and compatibility group for all explosives shipments. Also, enter the NEW, in kilograms, for all explosives as shown on the hazardous cargo certification documents. Identify all shipments of government owned arms, ammunition, and explosives in the remarks section by their risk category code and air commodity and special handling code as listed in DoDR 4500.32-R, Volume 1, Appendix F2. Code all shipments identified as 22 or 23 to identify the number of individual weapons contained in the shipment. Do not enter the number of weapons on the AM-9. Instead, use the following codes: code A for shipments consisting of 16 or more weapons, and code E for shipments consisting of less than 16. When the number of weapons in a shipment cannot be determined, handle the shipment as 16 or more weapons. Do not open ship-

ments to determine the number of individual weapons (for additional AA&E guidance, see AMCI 24-101, Volume 11, paragraph 36, as well as DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*).

EXAMPLE: PP11/DNA/20/6000/PROJECTILES/(18)1.1D/NEW 300/Risk Category III/23/P3
 PP12/DNA/10/500/MINES/1.1D/LSGP6/NEW 50/Risk Category II/32/P3
 PP13/DNA/10/75/SIG SERV REQ/Risk Category II/22/A
 PP13/DNA/10/125/CARTRIDGES, SMALL ARMS/1.4S/NEW NA/Risk
 Category IV/34

14.7.2. Other Hazardous Cargo. Identify all other hazardous cargo by position in aircraft, destination, number of pieces, weight, hazard class/division. Make entries for each class of hazardous cargo (e.g., if pallet contains both flammable liquids and nonflammable gas, identify classes by separate entries as in the examples).

EXAMPLE: PP4/OKO/61/4000/FL(3)
 PP4/OKO/1/1300/MISC(9)
 PP4/OKO/1/50/FG(2.1)/P4
 PP5/DNA/15/300/TL(6.1)

14.7.3. Re-icing and refrigeration shipment. Enter special handling identification separately in part three; i.e., biologicals, whole blood, life or death, emergency medical shipments, ration shipments, etc. Information on shipments with common re-ice or refrigeration times may be consolidated. Information concerning shipments requiring re-icing or refrigeration will be formatted as follows:

14.7.3.1. Shipments requiring re-icing:

14.7.3.2. Pallet position of shipment to be re-iced.

14.7.3.3. Manifested destination of shipment and final destination in parentheses, as applicable (i.e., FRF (BDS) for shipment being transshipped through Rhein-Main AB for ultimate movement to Brindisi).

14.7.3.4. Pieces, weight, cube.

14.7.3.5. Time (Zulu) and Julian date of last re-icing and time (Zulu) and Julian date of next re-icing.

14.7.3.6. Type of ice required for re-icing ("D" for dry ice; "W" for wet ice) and quantity needed for re-icing. The following example is for re-icing shipments: Shipments requiring re-icing located in pallet position 4 and 5 through 7 are manifested to Rhein-Main AB for transshipment to Brindisi. One shipment was last re-iced at 1815Z on the 177th day and requires re-icing at 1815Z on the 179 day and 10 pounds of dry ice is required. The other shipment requires re-icing at 2000Z on the 180th day with 2,400 pounds of wet ice.

EXAMPLE: PP4/FRF(BDS)/1/25/2/1815Z/177/1815Z/179/D10
PP5-7/FRF(BDS)/12/12000/600/2000Z/177/2000Z/180/W2400

14.7.3.7. Shipment requiring only refrigeration:

14.7.3.7.1. Pallet position of shipment requiring refrigeration.

14.7.3.7.2. Manifested destination of shipment and final destination in parentheses, as applicable (i.e., OKO(OSN) for shipment being transshipped through Yokota AB for ultimate movement to Osan AB).

14.7.3.7.3. Pieces, weight, cube.

14.7.3.7.4. Time (Zulu) and Julian date removed from refrigeration.

14.7.3.7.5. Total unrefrigerated time remaining. A shipment requiring refrigeration that is located in pallet position 12 manifested to Yokota AB for transshipment to Osan AB. The shipment was removed from refrigeration at 0135Z on the 178th day and has 52 hours total unrefrigerated time remaining.

EXAMPLE: PP12/OKO(OSN)/1/10/1/0135Z/178/52

14.8. Belly Compartments. Lower lobe cargo compartments lower (belly) compartment breakdown, when applicable, will include the manifested pieces and weight loose loaded in each individual belly by destination. Refer to compartments as FWD (forward), CTR (center) or AFT (rear). When there are multiple destinations, indicate each station identifier code, that is HIK, DNA, etc. Identify pallets loaded in the belly in the same manner as pallets on the upper deck. Enter the total manifest weight loaded in each compartment in pounds:

EXAMPLE: FWD/DNA/30/1800/CTR/UAM/12/190/AFT/HIK/35/200
FWD/ PP1/DNA/1800
FWD/PP2/DNA/1950
FWD/PP3-4/OPEN
AFT/PP5/HIK/1200
AFT/PP6/HIK/1500
AFT/PP7-9/OPEN

14.9. Patients. Enter each category of patient and group entries according to final offload destination station. Obtain information from aeromedical evacuation squadron or aeromedical evacuation operations officer (AEEO). In the following example, Kadena will be offloading 8 litters (LIT), 15 ambulatory patients (AMB), and 4 nonmedical attendants (NMA).

EXAMPLE: DNA/LIT/8/AMB/15/NMA/4

14.10. Defense Courier Service Material. Enter pallet position, destination, "DCSM," the rank and grade, and name of the designated courier(s), specify whether the individual is an aircrew member or a passenger and list the pieces and weight of the material.

EXAMPLE: PP13/HIK/DCSM/MSGT Jones/PAX/I/150
PP13/SUU/DCSM/Capt Jones/CREW/I/100

14.11. Registered Mail Shipments. Identify all registered mail shipments as follows:

EXAMPLE: PP1/MHZ/15/200/Reg Mail.

14.12. Human Remains. Identify human remains as follows:

EXAMPLE: PP1/DOV/1/300/30/HR/John E. Doe/SFC/Army/ATD 1530Z/ETA 2230Z/Dover AFB Mortuary

14.13. Passenger Information. Passenger service personnel will provide information to be included in the "Remarks" section of the AM-9 and the ALLOAD for the following:

14.13.1. Distinguished Visitors. Enter separate DV codes (see AMCI 24-101, Volume 14 to identify each DV aboard. Group entries according to final offload destination station. This procedure will facilitate en route planning. Do not reveal the name of the DV in this entry. The first example reflects a Navy Commodore requesting full honors, an Air Force colonel requesting only transportation, and an Army colonel requesting no services. If the DV is traveling with a family or an official party, reflect the total number included in the family or party, as indicated in example two. If the DV is a retiree, reflect the coding (RET) immediately after the total number in the party or the DV is traveling in a space available status, add (S/A) as identified in example three.

EXAMPLE: HIK V6H A7T R70.

EXAMPLE: HIK A7T Plus 2.

EXAMPLE: HIK A60 (RET) HIK A60 (S/A)

14.13.2. BLUE BARK and COIN ASSIST. Indicate the passenger's name, grade (if applicable); number, sex and ages of accompanying dependents, escort (if applicable); en route stops; ultimate destination; billeting requirements; mode of onward transportation desired; that is, commercial air, bus or rail, and any other information required to expedite handling. If the BLUE BARK passenger desires to be met by a chaplain at the next landing point, add an additional phonetic word before passenger's name to denote the chaplain's denomination. The phonetic words are: Charlie-Catholic; Juliet-Jewish; Papa-Protestant. **NOTE:** Show dependents aged 2 years and under in months.

EXAMPLE: BLUE BARK/Papa/Mrs. John Doe plus three (M10, F6, M16 mos)/en route stop at Anchorage/desires overnight accommodations at SUU and commercial air to Chicago, Illinois.

EXAMPLE: COIN ASSIST/Mrs. John Smith plus 2/desires commercial air transportation to Green Bay, Wisconsin.

14.13.3. Stowaways. Indicate returning stowaways with a statement to alert en route stations to ensure proper surveillance and to permit the destination station to notify the proper authorities.

EXAMPLE: SUU/1/Returning Stowaway/TSgt John, Doe.

14.13.4. First-Time Immigrants. Indicate total number of first-time immigrants.

EXAMPLE: First-time immigrants/5.

14.13.5. Prisoners and Guards. Indicate the final destination and number of all prisoners and guards or escorts. In addition, indicate if guard or escort is armed or unarmed.

EXAMPLE: SUU/1/prisoner/1/guard/armed.

14.13.6. Personal Pets. Indicate final destination, owner's rank, name, and type pet (cat, dog) for each personal pet aboard the aircraft.

EXAMPLE: SUU/LTC/John Doe/Cat.

14.14. Other Required Information. Include other information, when appropriate. Such remarks will include, but not be limited to:

14.14.1. All special purpose vehicles which require special drivers who normally are not assigned to the air terminal.

EXAMPLE: Caterpillars, cherry pickers, ammo loaders, etc. also include prime mover requirement at offload station. Originating station ATOC will notify enroute and destination station ATOCs of this requirement by telephone prior to aircraft departure.

14.14.2. Inoperative aircraft equipment.

EXAMPLE: ovens, locks, lavatories, etc.

14.14.3. Requirements for security guards upon aircraft arrival.

14.14.4. Inoperative equipment on installed comfort pallets or air transportable galley/lavatory (ATGL).

EXAMPLE: coffee brewers, lavatories, ovens, etc.

14.14.5. Indicate fleet service-regulated items issued to non-AMC aircraft operating a valid AMC mission IAW AMCI 24-101, Volume 10, *Military Airlift--Fleet Services*. Indicate quantity of items to be recovered and returned to the originating or onloading station.

14.14.6. On wide-body aircraft, enter in remarks section of the AM-9 or ALLOAD, if the aircraft was side door loaded or nose loaded. Also, indicate if the aircraft has the capability of being loaded or unloaded by the side door or nose.

14.14.7. On C-5 aircraft, annotate whether the aircraft was aft or nose loaded. Also indicate if the aircraft has the capability of being loaded or unloaded by the aft door or nose. **NOTE:** When entries in part three require more space than is given, continue the message on additional pages as required.

15. Transportation Delay Reporting. TACC/APCC requires detailed information on all 300-series delays. Information Control is responsible for providing detailed information when an air transportation delay occurs. The duty officer or senior controller will obtain all details of any mission delays and will notify the TACC/APCC controller. Annotate AMC Form 77 with delay information including delay code assigned.

Figure 8. AM-9 Load Message Format

01 02 071529Z FEB 98 OO RR UUUU ZYUW

60APS TRAVIS AFB CA//TROO//

630AMSS YOKOTA AB JA//TRO//

INFO 631AMSS OSAN AB RK//TRO//

UNCLAS

JOPREP JIFFY AM9

PART 1/1/PBC0607PO038/2/C141B/70001/3/062/4/OKO/5/151521/6/13919/

7/37159/8/35915/9/33522/10/12/11/6/12/6/13/6/14/0/15/6/16/6/17/0/18/0/

19/2/20/2/21/0//

PART 2/AMC MICAP/FB440860389890XXX/HARNESS/1/2/C5/40060/OKO/PP13//

PART 3/CONFIG C1

PP1/SWS

PP2-3/OSN/5880/T2/CB92FFE

PP4-6/OKO/8990/T3/CB99FFE

PP7/OKO/2395

PP8/OKO/2795

PP9/OKO/3280

PP10/OKO/3685

PP11/OKO/3785

PP12/OKO/3900

PP13/OKO/1205

SPECIAL HANDLING REMARKS

PP4-6/OKO/2/5000/NFG/2.2

PP12/OKO/1/12/MEDICAL SUPPLIES

PP12/OKO/3/110/MISC/9

PP12/OKO/2/195/FL/3/P4

PP12/OKO/2/323/MISC/9

PASSENGER DEVIATION NUMBER SUU-98-038-01 TO OKO

JD JENSEN, SSGT
TROO, 837-1111

CRC:

UNCLASSIFIED

071529ZFEB98

Section E—Load Planning

16. Load Planning Responsibilities . The load planning function is responsible for planning, selecting, sequencing, and monitoring each aircraft cargo/mail load. In addition, load planning will initiate and ensure all cargo/mail manifests are prepared. Load planning is responsible for obtaining maximum utilization, based upon available airlift and existing port backlogs. Qualified Load planning personnel assigned to the load planning function must meet the training requirements of AMCI 24-101, Vol. 22 and possess extensive job knowledge and be totally familiar with the equipment and procedures employed within the airlift system. Current knowledge of aircraft design, configuration, and limitations is essential. Additionally, personnel should have a minimum of 6 months ramp services experience. Load planning personnel will receive formal hazardous cargo training in accordance with AFJMAN 24-204 requirements for inspector qualified officials. Document this training in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*, in the individual's training record and, AF Form 1098, **Special Task Certification and Recurring Training**, (for military) and the supervisor's record of employee (for civilians), as appropriate. Load planners who are not fully qualified, undergoing 5-level upgrade training, or on the job training must have their AF Form 4080 countersigned by a qualified load planner. They do not need to attend the Phase II course IAW AMCI 24-101, Volume 7, *AMC Aerial Port Phase II Aircraft Loading Program*.

17. Air Terminal Load Planning. Each AMC station that loads cargo aircraft will implement a standard operating procedure based upon the following guidelines, but adapted to the local situation. Aircrew Loadmasters/boom operators will accept loads when properly prepared by authorized load planners. Personal preference is not an acceptable reason for refusing loads. Loads will be refused only when they exceed aircraft limitation or affect flying safety. Stations equipped with the, Global Air Transportation Execution System (GATES), or Remote Consolidated Aerial Port Subsystem (RCAPS) should follow procedures described in the current GATES, and RCAPS Cargo User's Manual.

17.1. ACL Utilization. Load planners will make every effort to load the maximum payload up to the constraint of the ACL for each leg segment of the flight. The weight of cargo, mail, passengers, and baggage for the critical leg will not exceed the critical leg ACL.

17.2. Schedule Information. The load planning process begins with the receipt of the setup schedule information from the information control function.

17.3. Pre-load Selection Methods. Using the on-hand file, listings, or displays, the load planner tentatively selects a load based on destination, aircraft ACL space assignments, cargo compatibility, and other criteria. To allow for manual load selection and manual cargo/mail manifesting in the event of computer systems failure, load planners will maintain pallet content listings (i.e. AMC Form 39) for each pallet on hand. This will include partial pallets and loose processed cargo. **NOTE:** Load planners

will also make every effort to sequence cargo to facilitate easy offload at downline stations, especially where there is limited capability, or short ground time (3+15 or less).

17.3.1. Hazardous materials must have an AMC Form 1015, **HAZMAT Inspection and Acceptance Checklist**, completed IAW AMCI 24-101, Vol. 11 at originating stations.

17.3.2. Hazardous materials will be consolidated to the greatest extent possible consistent with compatibility requirements of AFJMAN 24-204. Compatibility waiver requests for channel missions will be sent through TACC/XOG to HQ AMC/SEW/DON following guidance in AFJMAN 24-204. Request must include operational impact if incompatible items are not shipped together. Requests for incompatible items to be shipped on a commercial contract aircraft will only be considered under exceptional circumstances and will normally require submission 30 days prior to mission departure.

17.3.3. Hazardous materials compatibility for foreign-owned or controlled aircraft will be IAW AFMAN 16-101.

17.4. Cargo Selection Procedures . Select cargo based upon destination, movement priority, and system entry time (SET). EXCEPTION: AMC MICAP/VVIP, green sheet, registered mail, and 999 will be selected ahead of other cargo or mail regardless of SET. Green sheet cargo which is requested by a particular service (see Para 20. of this volume) will be moved ahead of that service's cargo only, without regard to SET. Movement for TP-4 will be IAW AMCI 24-101, Volume 11. Cargo and mail transportation priorities and detailed Green Sheet procedures are outlined in DoDR 4500.32.

17.5. Mail Selection Procedures. Select mail in accordance with the procedures identified above. The chief of the air mail terminal (AMT), or designated representative, initiates Green Sheet actions for all registered mail, non-registered airmail letters and parcels, non-registered MOM letters and parcels, and non-registered SAM letters, whenever necessary, to maintain a reasonable level of mail service to locations which are served exclusively by military aircraft. **NOTE:** Exercise judgment when selecting mail for flights to multiple destinations when available ACL will not accommodate all mail categories to all destinations. In such instances, priority should first be given to letter mail for less frequently served locations, etc.

17.6. Load Inspection. Load planners must physically inspect the load to ensure it is airworthy and will fit the aircraft configuration it is planned for (i.e. tiedown, overhang, center of balance, markings, weight, height, cleanliness, shoring requirements, contact points, etc)

17.7. AF Form 4080, **Load/Sequence Breakdown Worksheet**. The load planning section will prepare in triplicate showing the placement of all cargo aboard a channel mission. Send original copy and all associated shipment documents to information control dispatch for preparation of the ALLOAD or AM-9 and inclusion in the AMC Form 77. Give the second copy to ramp services for load pulling and aircraft upload. The ramp supervisor will annotate this copy to reflect any discrepancies or changes and return it to ATOC after aircraft upload. Give the third copy to information control to brief the loadmaster/boom operator, and provide the loadmaster/boom operator with a working copy. ATOC must approve adjustments to the completed AF Form 4080.

17.8. AMC Commercial Contract Airlift Load Planning Responsibilities. The responsibility for load sequencing/weight and balance of commercial aircraft rests entirely with the specific carrier. Consult AMCI 55-41, *Civil Reserve Air Fleet Load Planning Guide*, for general planning guidance. Specific guidance related to the capabilities and limitations associated with a specific type of commercial aircraft may be obtained by contacting the appropriate carrier by telephone. Telephone numbers listed in

this pamphlet are current at the time of printing. For an updated listing, contact HQ AMC/DOY during normal hours or contact the TACC/APCC during non-duty hours. Load planning selects the aircraft load and prepares the AF Form 4080 once the load sequence is received.

17.9. Overboard Venting of Cryogenic Liquid Storage and Transfer Tanks. All cryogenic liquid storage and transfer tanks (unless excepted in AFJMAN 24-204) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shippers Declaration for Dangerous Goods and for providing the equipment needed to vent the container overboard. The shipper or qualified aircraft maintenance personnel will prepare and hook up the vent system according to procedures in aircraft specific technical orders and T.O. 37C2-8-1-127, *Liquid Oxygen/Nitrogen Overboard Vent System, C-130, C-141, and C-5 Series Aircraft*. The ATOC will arrange for a qualified person to make the hookup at the desired time. Air terminal personnel and aircraft Loadmasters/boom operators are not qualified to make the hookup. Do not place cryogenic liquids requiring overboard venting on contract aircraft without prior approval of the carrier.

17.10. Dry Ice on Commercial Contract Aircraft. The nominal industry standard for dry ice on commercial cargo aircraft is 200kg (440 lbs.). Some carriers allow shipment of dry ice exceeding this quantity. Contact TACC/APCC if in doubt about a specific carriers authorization to transport more than 200kg.

18. Bumped Pallet and Shipment Processing. A bumped pallet or shipment is any pallet or shipment of cargo/mail that is manifested, but removed from the manifest or aircraft. Manifested cargo/mail shipments will not be bumped without the ATOC's approval. Bumped cargo/mail requires the following actions:

18.1. Information Control Responsibilities: The information control function will:

18.1.1. Initiate a "bumped cargo/mail" worksheet and send to all affected work centers. (The load pull worksheet or locally produced cargo/mail bumped worksheet will be used) As a minimum, the worksheet will contain the following.

18.1.1.1. Mission and aircraft number

18.1.1.2. Manifest number

18.1.1.3. Pallet ID and/or TCN

18.1.1.4. Date and Time of when cargo/mail was bumped

18.1.1.5. Reason for bump (Detailed explanation. i.e. warped pallet, ACL reduction, contact points inadequate, etc.)

18.1.1.6. Present location of cargo or mail

18.1.1.7. Printed name and signature block of person initiating bump sheet.

18.1.1.8. Printed name and signature block of person receipting bump sheet for the affected work centers.

18.1.2. Notify load planning so load can be supplemented if required and time permits

18.1.3. Correct the final manifest by circling the pallet or shipment (line item) and annotate the manifest with the words "Pallet or Shipment bumped at (three letter air terminal identifier code, i.e. EDF)"

18.1.4. Recover all documentation pertaining to bumped pallet/shipment (e.g., Shippers Declaration for Dangerous Goods, DD Form 1252, TCMDs) and deliver with work sheet to appropriate work center.

18.1.5. Annotate the AMC Form 77, remarks section, that pallet/shipment was bumped and reason. Ensure the completed bumped cargo/mail worksheet received from load planning is filed in the AMC Form 77 no later than 2400 ZULU of the day the pallet/shipment was bumped.

18.2. Aircraft or Ramp Services Responsibilities. Aircraft or ramp services will offload and deliver the pallet/ shipment to appropriate work center.

18.3. Cargo Processing Responsibilities. Cargo processing will:

18.3.1. Correct any discrepancies. Cargo/mail shipments bumped at enroute locations will be processed as intransit cargo. Originating locations verify with load planning that pallet/shipment has been removed from system load chalk.

18.3.2. Relocate cargo/mail and annotate the new location on the worksheet.

18.3.3. Return the worksheet to load planning.

18.4. Load Planning Responsibilities. Load planning will:

18.4.1. Supplement load if required and time permits.

18.4.2. Ensure documentation is recovered for bumped pallet or shipments.

18.4.3. Ensure the pallet or shipment is processed back into the movement ready on-hand file for future load planning. At manual stations this will be done no later than 2400Z of the day the shipment is bumped.

18.4.4. Ensure original bumped cargo/mail worksheet is completed with signatures from affected work centers is given to the information control function for inclusion in the AMC Form 77.

19. Final Manifesting:

19.1. Required Manifest. Load planning will ensure that final manifests are prepared for all cargo or mail loaded aboard the aircraft for each offload station along the route of the aircraft in accordance with the appropriate publications and DoDR 4500.32, *Military Standard Transportation and Movement Procedures (MILSTAMP)*. Prepare a separate manifest for each of the following categories of cargo or mail for each manifest destination:

19.1.1. General cargo

19.1.2. Ordinary mail

19.1.3. AMC MICAP/VVIP (see AMCI 23-102)

19.1.4. Registered mail

19.1.5. Life or death

19.1.6. Defense Courier Service material

19.1.7. Each pallet or container moving via category "A" airlift

19.1.8. Remains of deceased personnel

19.1.9. Signature Service shipments

19.2. Manifest Distribution. Assign each manifest a separate reference and number. At each originating station, produce a minimum of 6 copies of each final cargo or mail manifest for all cargo/mail placed aboard DoD owned, controlled, or contracted aircraft. Three copies are required to meet the needs of both the originating and terminating stations. Make an additional copy of each cargo or mail manifest for each en route station, except for registered mail and AMC MICAP/VVIP, which require four copies for originating and terminating stations and two copies for en route stations. At automated locations, prepare a floppy diskette and forward with the manifests. En route stations are responsible for reproducing copies to meet local requirements. Stations warranting exceptions are the following:

Station	Terminating	Intransit
Dover	5*	
Elmendorf	3	6**
Rio de Janeiro	3	6
Australian stations	9	9

*Identifies total registered mail manifest requirements; 3 copies of all other cargo and mail manifests are sufficient for Dover terminating requirements.

**Identifies total manifest requirements for shipments or aircraft transiting Elmendorf from offshore areas destined for CONUS stations.

The above quantities for final cargo or mail manifests were developed to standardize manifest requirements at all AMC stations. Special manifest requirements for originating, en route, or terminating stations that exceed those contained here may be produced by originating stations.

NOTE. In the event of automated data processing (ADP) or computer equipment failure during the manifesting process, initiate manual backup procedures to produce a manifest to accompany the aircraft load. The backup system should be capable of producing one of the following: offline manifest or DD Form 1385. The cargo or mail backup manifest will contain all required MILSTAMP data and 463L pallet information for weight and balance purposes. Exception: When a DD Form 1385 is used as a backup manifest, the manifest header must be completed. Only pallet header and loose cargo/mail data is required in the body of the manifest; however, a pallet content listing (i.e., AMC Form 39) for each pallet will be attached to the manifest. The remarks section of the AM-9 or ALLOAD message will reflect the action taken at the originating station and action required by the ATOC at the next destination of the aircraft.

19.2.1. Ballast loads are not required to be manifested unless local management desires non-TWCF documentation for local accountability.

19.2.2. Aircraft assets which are installed components are not required to be manifested and are not governed by AFJMAN 24-204 or DOD 4500.32R, Vol 1. This is because the items are not being entered into the Defense Transportation System as cargo. This applies to both non-hazardous and hazardous aircraft assets being shipped as spares in the mission support kit (MSK). The

MSK must be for exclusive use by the transporting aircraft. MSK's moved to support other aircraft must be prepared and manifest as cargo.

19.3. Attach all associated shipment documents, DD Form 1252, **US Customs Declaration for Personal Property Shipments**, DD Form 1387-2, **Special Handling Data/Certification**, DD Form 1907, **Signature Tally Record**, Shippers Declarations for Dangerous Goods, etc. to the manifest and send to information control with accompanying 3-1/2 inch floppy diskettes (enclosed in protective covering) containing all originating manifests placed aboard the aircraft for inclusion in the outbound document packet. **NOTE:** Add statement "DOT-E-7573 Applies" to hazardous cargo manifests for contract aircraft transporting hazardous materials IAW the exemption. Also, attach a copy of the exemption to the manifest.

19.4. CALM, AALPS, or Automated Load Plan Systems Authorization. In accordance with DoD 4500.9-R, *Defense Transportation Regulation, Part III-Mobility*, computer load plans produced by the computer aided load manifesting (CALM), Automated Air Load Planning System (AALPS), or automated load planning systems approved by HQ AMC/DON are the only authorized load planning systems for use by AMC and user units. CALM/AALPS products may be used to load plan cargo and passengers airlifted during unit moves and other than AMC channel missions. Use of a computer generated load plan does not relieve the aerial port of responsibility for creating and lifting cargo and passenger manifests. The present manual load plan or manifest system (DD 2130 series forms) is also valid.

19.5. Intransit Visibility. Airlift manifests will be lifted no later than 30 minutes after aircraft block.

20. Green Sheet Procedures. Green sheet action is a procedure whereby a specifically identified and urgently needed shipment of one service already on hand at an air terminal may gain movement precedence over cargo of that service which is not green sheeted, including 999 expedited shipments. Requests for green sheet action must be submitted to the service Airlift Clearance Authority (ACA) by CONUS activities who in turn notify the customer service branch (CSB) at the CONUS aerial port. Overseas green sheet requests will be submitted to the ACA who, in turn, will notify load planning. **EXCEPTION:** In the absence of CSB or ACA action, air terminal operations officer may initiate green sheet action when necessary to meet RDD. Blanket green sheet action is not authorized; judicious application of green sheet procedures is essential to preserve their effectiveness. Load planning will acknowledge receipt of the request by signing and annotating the date and time in the "APOE approval signature" block on the AMC Form 101, **Green Sheet Request**. Green sheet is not a priority, but is designed to override priorities when expedited movement of specific shipments is required in the national interest and is certified as an operational necessity by the sponsoring service. Green sheet is not approved if other procedures will meet the movement requirement.

20.1. APOEs will accommodate green sheet requests to the maximum extent consistent with airlift management effectiveness. AMC, however, has final authority for determining the method for providing timely and responsible movement consistent with priority and movement precedence determined by the shipper service.

20.2. If a situation arises in which airlift capability cannot move all green sheet cargo on hand for a particular destination, that cargo will move in the sequence in which it was green sheeted. Notify the appropriate TACC/APCC of the situation.

20.3. At automated stations, load planning functions will enter an alpha code "G" in the special priority field of the prime TCMD record and create a miscellaneous information trailer record (Document Identifier Code T_I) containing the term "Green sheet" as of (insert the GMT hour and date the code request was received) in record positions 54-74, for all AMC Forms 101 received (see DoDR 4500.32). This trailer record will remain through all transshipment points to final destination.

20.4. At manual stations, the load planning functions will ensure the statement "Green sheet as of (in the clear date and time of request)" is typed or printed in the remarks block (item 21) of the DD Form 1384 manual TCMD, and under applicable line entries on the manifest. Prepare DD Form 1384 in accordance with DoDR 4500.32. Document Identifier Code (DIC) T_I will apply.

20.5. One copy of the AMC Form 101 or letter will be accomplished by the requesting agency for each TCN affected. Entries and procedures required above provide adequate documentation of the green sheeting action within the port. Return or route the AMC Form 101 to the appropriate CSB or ACA for retention and disposition. Local management may require retention of a file copy of the AMC Form 101 or letter if desired. Re-manifesting stations are not required to maintain a file copy of the AMC Form 101.

21. Split Shipments. Do not split shipments after receiving them into the airlift system unless it is necessary to split for palletization purposes or because a single shipment exceeds the airlift capability of a single aircraft. Maintain shipment integrity when load planning shipments that were split between pallets because the entire shipment would not fit on a single pallet. Move shipments that are split because the entire shipment exceeds single aircraft capability on the minimum number of aircraft possible. When documenting split shipments at automated stations, consult user publications for specific guidance.

21.1. Personal Property Shipments. Make every effort to maintain personal property shipment integrity, however, these shipments may be split shipped to achieve optimum aircraft utilization. When split shipments of personal property occur, the remaining increments should move on the next available aircraft. Ship all increments of split-shipped personal property to the same APOD.

22. Remains of Deceased Personnel--General. Transportation of military and other authorized remains by AMC is authorized between overseas and CONUS in accordance with AFI 34-501, *Mortuary Affairs Program*.

22.1. Restrict movement of remains to cargo or dual-configured airlift missions when possible; however, baggage compartment space on passenger-type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

22.2. Remains will not be carried on aeromedical evacuation airlift missions. However, in overseas locations where timely movement of remains cannot be satisfied by subsequent airlift, remains may be carried in the baggage (lower) compartment of the C-9 aeromedical aircraft. Submit requests for movement of remains on C-9 or C-141 aeromedical aircraft to the TACC/APCC. The TACC/XOG, TACC/XOOMM, and the Global Patient Movement Requirement Center (GPMRC) must provide joint approval. Contact the GPMRC at DSN 576-6211. Approval authority will not be delegated below the TACC/XOG and GPMRC level. If approval is granted to move remains on C-9 or C-141 aeromedical aircraft, the ATOC chief will ensure loading or offloading is accomplished discreetly; not concurrently with passenger and patient loading or offloading.

22.3. Upon receipt of remains all air terminals will advise the appropriate TACC/APCC of the planned movement. In the event the planned movement cannot take place within 18 hours of receipting for the remains, TACC/APCC will take appropriate measures to expedite onward movement of the remains.

22.4. Move remains on a space-required basis, using MILSTAMP documentation procedures.

22.5. Movement of remains by military aircraft within the CONUS is not authorized except as follows:

22.5.1. The recovery of remains for autopsy or accident investigation purposes from the accident site to the nearest adequate military base.

22.5.2. Movement by AMC of remains originating outside the CONUS from the APOD of first CONUS landing to an APOD where mortuary facilities are located.

22.6. Move remains on the first available mission that will effect the most expeditious movement to the appropriate CONUS APOD. The following CONUS aerial ports are designated to receive remains moved by government transportation to the CONUS and to transport remains to a destination outside the CONUS:

22.6.1. For remains from or to the Azores, Bermuda, Caribbean area, Europe, Greece, Greenland, Iceland, Newfoundland, North Africa, South America, Turkey, and United Kingdom, the consignee is Mortuary Officer, Dover AFB, Delaware.

22.6.2. For remains from or to the Far East, Japan, Korea, and Pacific, the consignee is Air Force Mortuary Office, Travis AFB, California.

22.6.3. For remains from Canada and Diego Garcia, the consignee is Mortuary Office, Dover AFB, Delaware or Air Force Mortuary Office, Travis AFB, California, as applicable.

22.7. When a shipment of remains has departed an AMC station of origin, move it to the destination APOD as expeditiously as possible and do not delay or offload en route, except in case of extreme emergency or if the mission becomes nonoperational. Transfer remains to another mission if a delay occurs, which will expedite onward movement.

22.7.1. Do not separate escorts accompanying the remains from the shipment. **NOTE:** Instruct escorts accompanying remains to the CONUS to report to the supervisor of mortuary operations at the originating APOE for a briefing. Move dependents of the deceased traveling at the same time on passenger aircraft scheduled to arrive CONUS at approximately the same time as the cargo flight transporting the deceased.

22.7.2. Move shipments on a hand receipt basis using DD Form 1907 upon entry into or release from the AMC airlift system. Use the cargo manifest or TCMD within the AMC airlift system.

22.7.3. The destination station will notify the port mortuary officer and the agency or individual receiving the shipment of the ETA of the aircraft.

22.7.4. Immediately upon arrival at destination APOD, make the shipment available to the receiving individual or agency.

22.8. Cremated Remains (remains). Military remains will be delivered to the next of kin by an escort. Container dimensions are limited to the size authorized for hand baggage. When cremation is accomplished by Air Force for other than military personnel (escort not authorized), mail the urn by regis-

tered mail or ship by railway or air express in accordance with AFI 34-501. **NOTE:** Under no circumstances ship or deliver remains of active duty personnel without an escort.

22.9. Skeletal remains. Recovered skeletal remains shipped for identification may be moved onward by military airlift between CONUS aerial ports after arrival at APOD. Movement time limitations for normal human remains do not apply to these shipments; however, they should move onward as expeditiously as possible after receipt.

23. AMC MICAP/VVIP Shipments. Document and manifest AMC MICAP/VVIP shipments in accordance with the procedures in this volume, volume 11 of AMCI 24-101, and AMCI 23-102.

23.1. The senior ATOC representative on duty will confirm receipt of shipments and notify TACC/APCC that the items were loaded prior to aircraft block time.

24. Movement of MICAP on Category B Passenger Missions. When using category B passenger missions to move MICAP items, the following procedures apply:

24.1. Limit shipment to non-passenger prohibitive cargo. Shipments must not exceed 100 lbs., and must fit into the baggage compartment of the aircraft.

24.2. Shipment will not delay scheduled departure of aircraft.

24.3. To prevent loss, designate a courier to accompany MICAP shipments. ATOC will notify passenger service that a MICAP shipment is to be placed aboard a category B passenger mission. Passenger service will select an unaccompanied passenger to accompany the cargo.

24.4. Manifest MICAP items in accordance with existing cargo manifesting procedures.

24.5. The courier will receipt for the shipment by signing the station copy of the cargo manifest and will receive aircraft copies of the manifest for turnover to the destination station.

24.6. The senior ATOC representative on duty will confirm receipt of shipments and notify TACC/APCC that the items were loaded prior to aircraft block time.

24.7. In part 3 of the AM-9, or in the remarks section of the ALLOAD state that AMC MICAP cargo is aboard and provide belly compartment or container location. Additionally, state courier's name and request aircraft to be met by ramp control air freight, or aircraft services personnel so the courier is not delayed longer than necessary. The courier should be deplaned immediately after deplaning DVs.

24.8. The ramp control, air freight, or aircraft services representative will relieve the courier of responsibility by signing one copy of the manifest and returning it to the courier.

25. Movement of Dry-Iced Biologicals and Other Hazardous Materials on C-9 Air Evacuation Aircraft. Dry-iced biologicals, moved as cargo, may be shipped on C-9 air evacuation aircraft provided all of the following conditions are met:

25.1. Shipments are loaded in the forward belly compartment.

25.2. An ATOC representative coordinates with the aircrew to ensure there is a complete change of air in the belly compartment every 4 minutes and that carbon dioxide cannot vent into the other compartments. This is necessary to prevent a carbon dioxide concentration in the aircraft.

25.3. The total amount of dry ice in the forward belly compartment does not exceed 100 pounds.

25.4. The biological specimens are not infectious diseases.

25.5. The cargo is properly packaged, labeled, and certified in accordance with AFJMAN 24-204.

25.6. The cargo must be manifested and the aircraft commander or designated representative must be briefed IAW AFJMAN 24-204.

25.7. Aeromedical evacuation missions are not to be delayed awaiting cargo. Additionally, the flight/medical crew should not be delayed in terminating their post mission duties to wait for personnel to accept cargo.

NOTE: Personnel are not to enter the belly compartment until at least 2 minutes after the door is opened. This is to allow for dissipation of carbon dioxide buildup.

25.8. Normally, do not transport hazardous material on aeromedical evacuation (AE) missions; however, certain types of hazardous materials can be transported (except on C-9s) provided no degradation of health care occurs and movement is approved through the local AE representative.

25.8.1. Hazardous cargo will not normally be removed from an AMC cargo or mixed channel mission for routine AE patient movement on an opportune basis. However, hazardous cargo can be removed from this type of mission because of its hazard or because the space it occupies is needed for the movement of priority or urgent care AE patients. In either case, the determinations will be made by local AE and aerial port representatives.

26. Space Blocks:

26.1. The intent of space blocking is to allocate space for traffic that requires movement on a unique, nonrecurring basis. This should not be interpreted to allow users to consistently circumvent established transportation priorities and gain unwarranted movement precedence over other shipping activities. Advise shipping activities requesting space block approval on a routine basis over a specific channel that this constitutes a potential abuse of this privilege and will not be approved.

26.2. Direct requests for space blocks to the appropriate TACC booking activity (i.e., XOGE or XOGW for channel missions). Send confirmations or cancellations of space blocks by message, fax, e-mail, or telecon to all stations concerned. Coordinate with the appropriate CSB/ACA.

26.2.1. Stations receive confirmation of space blocks from TACC booking activity via telephone, fax, GDSS/C2IPS, or message and will ensure necessary coordination to provide the space as directed.

26.2.2. Space block requests for cargo/mail that are submitted to TACC for cargo or dual-configured missions will include the following information:

26.2.2.1. Transportation control number

26.2.2.2. Pieces, weight, and cube

26.2.2.3. Item Nomenclature

26.2.2.4. Type aircraft necessary

26.2.2.5. Origin and destination stations

26.2.2.6. Justification for space block and other pertinent information (outsized cargo, etc)

26.3. Space block requests for passengers that are submitted to the appropriate TACC booking agency (TACC/XOGE or XOGW) for cargo or dual-configured missions will include the following information:

- 26.3.1. Number of passengers
- 26.3.2. Air movement designator
- 26.3.3. Origin and destination stations
- 26.3.4. Justification for space block and other pertinent information

27. Diversion of Cargo. When it becomes necessary to divert cargo shipments already received into the AMC system, see procedures in AMCI 24-101, Volume 11, section D.

28. Couriers and Defense Courier Service (DCS):

28.1. DCS material shipments consist of highly classified national security material that requires courier escort. DCS shipments will consist of belly-loaded/palletized or hand-carried items, or a combination of the two methods. Courier escorts will either be dedicated (assigned to the dispatching DCS station) or designated (from aircrew or pax manifest).

28.1.1. Dedicated DCS Couriers. Dedicated couriers are members of the US Armed Forces or civilian employees assigned to the DCS, possess the proper security clearance, have successfully completed the DCS Training School, are qualified by the Commander, DCS, and can be identified by credentials issued by the DCS. Dedicated couriers at stations located on AMC installations also have flight line badges.

28.1.2. Designated Couriers. A designated courier is an appropriately-cleared active duty member of the US Armed Forces (in the grade E5 or above) or, when authorized, a US Government civilian employee (in the grade GS-5 or above), who is selected to take custody of, safeguard, and escort a particular DCS shipment

28.2. DCS Material Escorted by DCS Couriers. TACC/XOG channel directors (bookies) will space block the material and DCS couriers on a designated scheduled AMC cargo, dual configured, or passenger programmable (bookable) missions. DCS will simultaneously submit Courier and cargo space block requirements to TACC/XOG. TACC/XOG will simultaneously space block the material and DCS Couriers as identified by DCS personnel. Passenger charter missions will not normally be used for cargo movement. Cargo moved on charter missions will be within the limitation of the ground-handling contract and will not displace passenger baggage.

28.2.1. Load planning will designate the scheduled AMC cargo or dual configured mission on which these shipments are to be moved. Notify DCS representative of planned movement so that DCS may obtain passenger show time from passenger service function in order to designate courier(s).

28.2.2. During processing of the flight, a passenger service center (PSC) representative will provide the DCS representative with a printed copy of the list of eligible passengers checked-in. At flight or manifest close-out time, a PSC representative will provide the passenger manifest.

28.2.3. When space-required passengers are not manifested or selected for the flight, the DCS representative will designate a space available passenger in accordance with travel eligibility in DoDR 4515.13 if the person consents to the designation.

28.2.4. In the absence of DCS couriers or qualified passengers, military aircrew personnel (E-5 and above) may be designated as couriers of classified or highly sensitive material according to DoDR 5200.33. Aircraft commanders may be designated if they consent and must approve the designation of copilots. All other qualified aircrew members may be designated as couriers by authorized DCS personnel. DCS will not designate aircrew members if they are scheduled to crew rest or crew change at a base where there is no DCS or provisional courier station. The designated aircrew member is responsible for safeguarding the courier material until properly relieved by DCS representative or other competent authority acting for DCS.

28.2.5. Designated couriers will keep small quantities of DCS material in their personal custody; large shipments require stowage in aircraft compartments. In such cases, couriers will witness material storage and compartment securing, and will board only when the aircraft is ready for departure. Boarding procedures in AMCI 24-101, Volume 14, will apply to couriers having material in their personal custody. Couriers responsible for stowed material will board last and deplane first.

28.2.6. Should an aircraft make an en route stop at either a commercial or military airfield, DCS designated couriers will be permitted to deplane to ensure there is no removal or tampering with stowed material.

28.3. As a minimum, all DCS material is authorized transportation priority 1 (TP-1), in accordance with DTR 4500.9R, Part II. Each shipment unit of DCS material will be addressed and marked with a DD Form 1387, Military Shipment Label.

28.4. AMC Contract Aircraft Procedures. Two seats on AMC contracted cargo aircraft shall be provided for DCS couriers at no cost, if available, and not utilized by the contractor for immediate mission support, as approved by the Administrative Contracting Officer (ACO). Space blocking of cargo and personnel will be synchronized.

28.5. DCS Responsibilities:

28.5.1. Submit Courier and cargo requirements for space blocking to TACC/XOG bookies, at a minimum of 24 hours prior to required movement date on channel missions. Requests submitted inside 24-hour window will be evaluated/executed by APCC and the active bookie as required to meet DCS mission requirements. As a minimum request must include:

28.5.2. Justification for space block (i.e., DCS Courier with cargo).

28.5.3. Name, Grade, and SSAN of Dedicated Couriers. Indicate whether couriers will be designated or aircrew member, when dedicated couriers will not be used.

28.5.4. Excess baggage or other special requirements.

28.5.5. Type of cargo (palletized, loose, or hand-carried), TCN, piece/weight/cube.

28.5.6. Requested movement date and destination.

28.5.7. Name, DSN, and commercial phone number of POC (24 hour).

28.5.8. Ensure space blocked cargo or passengers are coordinated to move and are delivered to the port in a sufficient amount of time to prevent disruption of aerial port operations.

28.5.9. At origin station, prepare shipments and documentation IAW DTR Part II.

28.5.10. Coordinate passenger escort requirements with ATOC 12 hours prior to mission departure or within the time parameters established by local aerial port directives.

28.5.11. Contact ATOC to determine aircraft arrival, departure, and loading information (for example, ETA, ETD, parking spot, courier's names, and size of shipment, etc).

28.5.12. For movements by dedicated couriers, ensure courier travel orders are delivered to the passenger terminal no later than 3 hours prior to flight departure.

28.5.13. For movement by designated couriers, provide escort for the couriers and DCS material to the aircraft and support the couriers until the aircraft departs.

28.6. TACC/XOG Responsibilities:

28.6.1. Provide 24-hour assistance to process space block requests for both cargo and passenger requirements to include arranging seat reservations on passenger bookable missions.

28.6.2. Confirm validity of request and, if approved, notify the appropriate aerial port capability forecaster and DCS personnel of flight information.

28.6.3. Annotate the GDSS Form 59 for the appropriate mission selected to meet DCS movement requirements.

28.7. Aerial port Responsibilities:

28.7.1. Ensure appropriate aerial port agencies are notified of DCS space block requirements.

28.7.2. Coordinate with DCS personnel on aircraft arrival, departure, and loading information (for example, ETA, ETD, parking spot, and courier's names, size of shipment, etc).

28.7.3. Process cargo IAW AMCI 24-101, Vol 11.

28.7.4. Process and manifest DCS personnel on the selected mission IAW AMCI 24-101, Vol 14.

28.7.5. If required, provide escort to DCS personnel to monitor cargo loading.

28.8. Courier Designation. DCS will designate couriers as specified in DOD 5200.33-R, *Defense Courier Service Regulation*. Active duty military members eligible for designation and traveling in a duty status are obligated to act as designated couriers when requested to do so. Aircraft commanders may be designated if they consent and must approve the designation of copilots. All other qualified aircrew members may be designated as couriers by authorized DCS personnel. DCS will not designate aircrew members if they are scheduled to crew rest or crew change at a base where there is no DCS or provisional courier station. The designated aircrew member is responsible for safeguarding the courier material until properly relieved by DCS representative or other competent authority acting for DCS. Space available passengers should be designated as couriers only as a last resort, if selected, they must comply with DOD 4515.13R and AMCI 24-101, Vol 14.

28.8.1. Designated couriers shall not be used for escort when the aircraft is scheduled to make an intermediate stop in excess of 5 hours, unless a dedicated DCS or provisional courier at the intermediate stop can meet them.

28.8.2. When the originating DCS station elects to designate the mission couriers, a station member will ask the Passenger Service Center representative for a list of eligible passengers checked in on the flight. The DCS member will select eligible passengers as mission couriers and inform the Passenger Service Center representative. Selected passengers will be taken to the DCS station for a briefing on duties and appropriate procedures. The DCS station will coordinate the loading of these passengers with the Passenger Service Center representative.

28.8.3. Designated couriers, regardless of their source of selection, are responsible for safeguarding the courier material until properly relieved by DCS representatives or other competent authority acting for DCS. Designated couriers will not be separated from their material during flights or at stops.

28.8.4. DCS designated couriers will not be separated from the material until relieved by appropriate officials at destination.

28.8.5. Designated couriers will keep small quantities of DCS material in their personal custody; large shipments require stowage in aircraft compartments. In such cases, couriers will witness material storage and compartment securing, and will board only when aircraft is ready for departure. Boarding procedures for couriers having material in their personal custody will be IAW AMCI 24-101, Vol 14. At destination, cargo couriers will deplane first.

28.8.6. Should an aircraft make an unscheduled en route stop at either a commercial or military airfield, DCS designated couriers will be permitted to deplane to ensure there is no removal or tampering with stowed material. Coordination with the crew and ground handlers for escort is required.

28.9. At destination station, DCS personnel will contact ATOC or Command and Control Center (CCC) to determine aircraft arrival and courier information (for example, ETA, parking spot, designated DCS courier's names, passenger or aircrew member, size of shipment, etc).

28.10. When temporary secure storage of DCS material is required at an en route or diversion station (for example, other than destination station), DCS passenger or aircrew member courier will request assistance from the base CCC for necessary security arrangements. The squadron or port operations officer will effect liaison with base commanders to alert them to the fact that DCS material (assume material is TOP SECRET) may require temporary storage at their location pending onward movement by DCS or DCS-designated couriers.

29. Diplomatic Clearance Cargo:

29.1. General. Foreign countries have placed various restrictions and limitations on the movement of aircraft and in some cases, cargo across their boundaries. These countries have further prescribed certain procedures to be followed to acquire permission (diplomatic clearance) for aircraft and cargo movement over their borders. Use DoD 4500.54G, *Department of Defense (DoD) Foreign Clearance Guide (FCG)*, and its classified volume to determine restrictions that apply for specific countries and procedures to follow to obtain diplomatic clearances from those countries.

29.2. TACC/XOCZD is responsible for obtaining diplomatic clearances for aircraft and cargo when required by the DoD FCG. Diplomatic clearance is not obtained through "Port to Port" procedures by the aerial ports and/or users. The following categories of cargo are exempt from this paragraph:

29.2.1. Poison and etiological or biological agent shipments. Cargo is processed according to AFJMAN 24-204.

29.2.2. Shipments of nuclear weapons or nuclear weapons components. Clearances for those shipments are governed by the special weapons overflight guide (SWOG).

29.3. To ensure proper origin APOE processing of cargo requiring a diplomatic clearance, the following procedures apply:

29.3.1. The ATOC is primarily responsible for accomplishing transportation actions required for diplomatic clearance of cargo, to include requirements for country overflight clearances.

29.3.2. ATOC will:

29.3.2.1. Determine from the DoD FCG and its classified volume whether diplomatic clearances are required for a shipment. Information needed to determine this includes: type of cargo, its ultimate user, the destination country, and the countries that likely will be transited en route to destination.

29.3.2.2. If diplomatic clearance is required for a shipment, compile the cargo information required by countries involved and review the time period required by those countries to process diplomatic clearances.

29.3.2.3. Determine the required completion date for diplomatic clearance action. Initiate diplomatic clearance processing through TACC/XOCZD via one of the following methods:

Message Address: HQ AMC TACC SCOTT AFB IL//XOCZD

E-Mail Address: <mailto:TADIP@scott.af.mil>

Fax: DSN 576-8200, Commercial (618) 256-8200

29.3.2.3.1. The following minimum information is required by TACC/XOCZD when requesting Diplomatic Clearances for an aircraft carrying any Class Division (C/D) 1.1, 1.2, 1.3 explosives; Toxic Chemical Ammunition (compatibility K); Inhalation Hazard, Zone A Substance; Division 6.2 material requiring a technical escort; and Radioactive Material, Yellow III material. Also, any other hazardous class or division, to include C/D 1.4 and 1.5 when aggregated gross weight exceeds 1000 lbs. (except for Class 9 or items described by Proper Shipping Name of Consumer Commodity).

29.3.2.3.2. Proper Shipping Name.

29.3.2.3.3. Hazard Class or Division (include compatibility group for explosives).

29.3.2.3.4. UN or ID Number.

29.3.2.3.5. Pieces.

29.3.2.3.6. Gross Weight.

29.3.2.3.7. Net Explosive Weight for C/D 1.1, 1.2, 1.3, 1.4 and 1.5.

29.3.2.4. Advise the shipper's representative (CSB/ACA) of the anticipated clearance completion date.

29.3.2.5. Monitor the status of the request.

29.3.2.6. Provide diplomatically cleared cargo for a specific airlift mission priority over all other cargo eligible to be moved on the same mission.

29.3.2.7. Notify TACC/XOCZD when any changes to load plans affects the type or quantity of hazardous material placed on or removed from the aircraft.

NOTE: Timely notification to TACC/XOCZD concerning changes to the planned hazardous material on the aircraft is crucial to obtaining updated and correct diplomatic clearances and ensuring continued mission movement.

29.3.2.8. In coordination with CCC, dispatch a priority message through administrative channels, advising en route stations of the diplomatically cleared cargo aboard the mission. (Mark messages during MINIMIZE in accordance with AFMAN 37-126, *Preparing Official Communications*). If short flying times are involved, notify by telephone followed by message. The information passed will include the following:

29.3.2.8.1. Cargo TCN, pieces, weight, and cube.

29.3.2.8.2. Mission and aircraft tail numbers on which the cargo is moving.

29.3.2.8.3. A statement cautioning en route stations not to remove the diplomatically cleared cargo from its specified mission.

29.4. In the event unusual circumstances arise (e.g., a requirement for short-notice diplomatic clearances at origin or necessity to remove cargo from aircraft en route) that prevent following the preceding instructions, the chief, ATOC, at the station concerned will advise the next higher headquarters of all particulars by priority message, with information copy to each successive command level, including HQ AMC/DON and TACC/APCC.

29.5. Frustrate cargo that is awaiting cargo or aircraft clearance. Port hold time is computed from the date and time the approved clearance becomes effective.

30. Terminal Inventory:

30.1. In order to reconcile transportation records with cargo and mail actually on hand, load planning will take a periodic inventory of outbound cargo or mail in the terminals. (See AMCI 24-101, Volume 11 for terminating cargo or mail inventory procedures). Inventory as frequently as individual terminal management dictates, but not less than every other day.

30.2. Inventory will encompass the entire terminal except the special handling section; that section is responsible for conducting the inventory of all special handling cargo according to AMCI 24-101, Volume 11, paragraph 27. Air freight and aircraft services will inventory the frustrated cargo area. The inventory is not restricted to a count of the cargo on hand, but will also include quality control actions to include correction of TCMD data, mislocation of cargo, physical appearance (leaks, damage, condition of packaging), validity of TAB data, placarding, etc. The inventory will also include updating the computer data base, as required. Data discrepancies noted and correctable during the inventory will be corrected by the individuals in conjunction with quality control functions. Load planning will monitor discrepancies sent to functional areas (not corrected during the inventory) to ensure timely corrective action. Discrepancies involving cargo that fails to appear in inventory after having previously been listed or listed but not on hand will be reconciled with the records, reports, and analysis section using "can't locate" files, over or short shipment procedures, etc., according to AFJI 24-228 and AMCI 24-101, Volumes 6 and 11.

30.3. Automated terminals will list the following data on a cargo manifest or on plain tabulating paper for inventory of non-palletized, non-security cargo.

- 30.3.1. Warehouse location
- 30.3.2. APOD
- 30.3.3. Commodity
- 30.3.4. Special handling code
- 30.3.5. TCN
- 30.3.6. Priority
- 30.3.7. Date received
- 30.3.8. Number of pieces
- 30.3.9. Weight
- 30.3.10. Cube

30.4. Automated terminals will use a pallet header listing containing the following information for inventorying palletized cargo. Local reports identified in the GATES or RCAPS user's manuals may be used to satisfy this requirement.

- 30.4.1. Pallet ID
- 30.4.2. Hour and date of oldest system entry time (SET) on pallet
- 30.4.3. Bay or zone location
- 30.4.4. APOE
- 30.4.5. APOD
- 30.4.6. Configuration
- 30.4.7. Module type code
- 30.4.8. Type cargo code
- 30.4.9. Transportation priority
- 30.4.10. Total pieces on pallet
- 30.4.11. Total weight of unitized cargo
- 30.4.12. Total package cube of unitized cargo

30.5. Manual terminals will prepare the inventory manually on cargo manifests as previously indicated.

30.6. Load planning will maintain copy of the current outbound cargo and mail inventory to provide historical port data for use by load planning and port management functions. Local management will determine retention time for this information.

Section F—Ramp Control

31. Ramp Control. The ramp controller act as the eyes and ears of the information control function therefore must closely monitor all aerial port ground handling operations and maintain constant communication with the information control function. The ramp controller's duties consist primarily of the following:

- 31.1. Meet all inbound aircraft and collect necessary traffic documentation (exception may be made for cargo or mail requiring signature service and passenger documentation).
- 31.2. Physically inventory intransit cargo aboard aircraft by pallet position, weight, destination, and pallet ID. Record this information on a AF Form 4080 or locally produced worksheet. Ensure one copy is filed in the AMC Form 77 and one copy is given to the cargo processing function.
- 31.3. Ensure sufficient copies of registered mail manifests remain on the aircraft for special handling personnel to transfer accountability.
- 31.4. Deliver mission document packets to outbound aircraft when such documentation is not available at the time of crew briefings.
- 31.5. Check aircraft for passenger capability and cargo pallet configuration.
- 31.6. Coordinate all ground handling activities with the ATOC through the information control function.
- 31.7. Relay information concerning load changes through the information control function.
- 31.8. Divert equipment and personnel (when directed) in order to prevent mission delays.
- 31.9. Escort border clearance personnel to and from aircraft requiring such services.

Section G—Capability Forecasting

32. Capability Forecasting. This function provides each terminal work center with daily or monthly airlift capability forecasts. Obtain information for these forecasts from operations bulletins, amendments, and schedule revisions. Close coordination with local operations activities is necessary to provide the most current and complete information available. This function will perform the following duties:

- 32.1. Cargo and Passenger Mission Schedules. Maintain the AMC cargo and passenger mission schedules. Post all amendments and advise each terminal work center of any change in mission schedules. Ensure amendments are received in sufficient time to allow for planning and rescheduling.
- 32.2. Airlift Capability Schedules. Extract the necessary data from prepublished schedules and amendments and prepare, as a minimum, a daily mission recapitulation. Prepare this recapitulation in advance of the operating time frame and distribute to terminal work centers. The capability forecasting function monitors the mission recapitulation and gives update information immediately upon receipt.
- 32.3. Monitoring Cargo Capability. Receive and monitor airlift space assignments and control the port management levels by channel. This gives management a tool to constantly portray the port status, identify periods of under and over generation, and whenever necessary, request increases or reduction in airlift capability. Stations equipped with GATES, or RCAPS should use the system's local

management reports, described in the current GATES, or RCAPS user's manual, to the maximum extent possible.

32.4. Control of Opportune Airlift. Monitor all known opportune airlift. The opportune airlift forecast will include intransit capability or capability on inbound missions which will depart that station on the operating day.

32.5. Special Assignment Airlift Mission (SAAM) Coordination and Explosives Monitoring. Coordinate SAAM requirements with users, air terminal work centers, and higher headquarters. Also, coordinate inbound or outbound clearance for explosives shipments and monitor the terminal's explosive movement requirements and capability. Requests for explosives clearances will be IAW AMCI 11-208, *AMC Tanker/Airlift Operations* and Attachment four of this Volume.

32.5.1. When SAAM missions are authorized to transport cargo, vehicles, equipment and personnel IAW AFJMAN 24-204, Chapter 3, *Tactical, Contingency, or Emergency Airlift*, the statement "AFJMAN 24-204, Chapter 3 applies" must be included on the Mission Operating Directive (MOD). When SAAM MODs that do not contain this statement, the hazardous material requirements for channel missions pertain to fuel levels, compatibility, packaging, etc. will be followed.

Section H—Utilization of AMC TWCF, Non TWCF, Category B, and Air Reserve Component (ARC) Aircraft

33. General:

33.1. Purpose. This section establishes policies for the use of AMC TWCF, non-TWCF, category B, and ARC aircraft.

33.2. Employment of each type of configuration:

33.2.1. Normally, all cargo or all passenger flights are scheduled over high density routes in a ratio consistent with the allocation for each category of traffic.

33.2.2. When required, dual-configured flights (passenger or cargo) may be scheduled over low density routes or where a requirement exists for concurrent movement of passengers and cargo. In such cases and to the degree practical, install upholstered aft facing seats. Enclose lavatory facilities with a curtain or partition to ensure privacy.

34. Handling of Traffic on Aborted Flights:

34.1. Station of Origin:

34.1.1. In cases where a flight returns to point of origin and requires change of aircraft without any change in loads, manifest header information will be changed to reflect the aircraft number and date of departure. If manifest header has been sent to the revenue traffic data processing center (RTDPC) IAW AMCI 24-101, Volume 6, send a message notifying them of the change in aircraft number and departure date so a new header card may be prepared. If the manifest header data has not been sent, prepare a new one. At a station using manual manifests, follow the same procedures, except if manifests were not sent, correct them to reflect the correct aircraft number and date of departure.

34.1.2. When a flight returns to point of origin and substitute aircraft is not available to move the traffic, return the traffic to the terminal and reenter it in the on-hand level for movement on other

flights. Mark manifests as "void" and notify the appropriate RTDPC so detail information contained on the manifests will not be processed.

34.2. En Route Stops:

34.2.1. When an aircraft aborts at an en route stop and traffic will continue on the same aircraft at a later date, no change in documentation is required.

34.2.2. In cases where traffic is offloaded from an aborted aircraft and the load sent on a different aircraft, process the through manifests as terminating manifests. Make new manifests for shipments sent on and identify such traffic as intransit traffic on the detail record.

34.3. Normally, all cargo and mail for an APOD other than the manifest destination should be offloaded from the aircraft on which it arrives at manifest destination and entered into the backlog as intransit traffic for subsequent shipment to the APOD. If, however, after aircraft arrival at manifest destination the mission's destination is changed to the APOD of the traffic, it is permissible to leave the traffic on the aircraft and remanifest it to destination as intransit traffic. Time permitting, prepare a new manifest using the inbound manifest and floppy disk as source data and follow normal distribution procedures. If there is insufficient time to re-manifest the traffic prior to ETD of the aircraft, it is acceptable to pencil change the manifest header data and prepare a new manifest after aircraft departure. In such cases, normal distribution of the manifest will be made to include providing copies to the manifest destination. Shipments in this category are exempt from Volume 11 provisions of AMCI 24-101, which require reweighing and reaccomplishment of DD 2775 for intransit cargo and mail pallets.

35. Animals and Birds:

35.1. Eligibility. Transportation of animals (birds, fish, mammals, reptiles, etc.) on aircraft operated by, for, or under the control of AMC will be in accordance with DoDR 4515.13 and waivers thereto. Waiver request will be submitted to and approved by HQ AMC/DON. Transportation of household pets (dogs and cats only) will be IAW AMCI 24-101, Volume 15.

35.2. Experimental Animals. Transportation of experimental animals (birds, fish, mammals, etc.) for scientific, educational, or military purposes is authorized on AMC cargo or dual-configured aircraft when approved or sponsored by an appropriate office determined by the military service concerned. Effect advance coordination with HQ AMC/DONC on any unusual or repetitive requirement.

35.2.1. The sponsoring military service is responsible for compliance with applicable quarantine regulations in accordance with AFI 48-102 Quarantine Regulations of the Armed Forces. Comply with DoD Instruction 3216.1, *Policy on Animals in DoD RDT&E*, Clinical Investigation and Instructional Program, as implemented, with regarding care of such animals while intransit. The shipper will furnish attendants and other specialized requirements not inherent in the environment of the AMC airlift system. Origin APOEs in the AMC system will check for compliance with quarantine requirements, as well as direct any additional packing measures deemed necessary to the maintenance of prescribed sanitary standards.

35.3. Animals Sponsored by a Military Service. Animals sponsored by a military service must be cleared through the appropriate ACA before moving to the APOE. This will afford ACA advance coordination with the originating air terminal for movement planning purposes. At least 72 hours prior to planned movement of these animals, the shipper will provide the air terminal load planning section with documentation (TCMD) to include the animal handler's name, rank, SSAN, and place they can

be contacted (TCN trailer data) so a space block for the animal and handler can be obtained. Manifest animals as cargo. The handler is processed as a courier moving with the cargo shipment. These animals may be transported on cargo, dual-configured, or passenger missions including commercial category B missions operating out of and into military installations. Category B missions will be used as a last resort with HQ AMC/DONP approval. Animal handlers are required to escort and attend animal movement via AMC aircraft.

35.3.1. One animal handler may escort more than one animal. The load planning section will coordinate with the animal handler to determine the time animals will be delivered to the air terminal.

35.3.2. When an animal is delivered to the air terminal cargo processing function, personnel will inspect the shipping crate to ensure it is clean, and equipped with a duckboard (a platform in bottom of cage). One copy of the health certificate will be placed in a waterproof envelope (not required for shipments to points within the state/country of origin) and secured to the shipping crate or in the possession of the accompanying animal handler. All documentation will be in accordance with MILSTAMP.

NOTE: There is not a requirement to use a shipping crate for the USAF Academy falcon. However, the falcon must be hooded and tethered to an authorized handler at all times. All other conditions of paragraph 35.3. of this volume must be complied with.

35.3.3. The animal handler is responsible for ensuring the animal is properly fed and watered throughout the entire journey. Shippers must ensure animal handlers will be available at en route stations to assist air transportation personnel in moving animals.

35.3.4. The shipping crates may be palletized, floor-loaded on the aircraft, or placed in the belly compartment of category B missions. Animals may be placed in the shipping crates prior to or after palletization or floor-loading. When palletizing shipping crates, ensure animals are provided proper ventilation. Do not cover animal crates with plastic pallet covers.

35.3.4.1. Do not stack shipping crates over two high, they must be secured to prevent falling and causing injury to animals.

35.3.4.2. Do not place cargo or mail on top of crates containing animals. Do not place animals on pallets containing hazardous materials or foodstuffs. Do not load animals adjacent to pallets containing foodstuffs, dry ice, corrosives, irritating materials, poisons, etc.

35.3.4.3. While awaiting loading, animals must be protected from extreme heat or cold. To minimize the possibility of endangering their health, offload animals during extended stopping periods or delays if aircraft cabin temperatures warrant.

36. Billing for Services Provided to Non-DoD Aircraft. Bill all non-DoD aircraft according to AFMAN 16-101, AFI 10-108 and AMCI 65-602.

Submit statement of charges according to local finance office procedures.

37. Utilization of AMC TWCF Airlift Missions. (passenger, cargo, and dual-configured missions, including dual-configured unused space aboard SAAM missions between CONUS and overseas and within overseas area):

37.1. Only traffic eligible for transportation under the provisions of DoDR 4515.13 may move on AMC aircraft between the CONUS and overseas area and between and within overseas area.

37.2. Some traffic (cargo or mail and passengers) may move over more than one published channel to arrive at the final destination for the consignee, thus necessitating transshipment of one or more AMC stations. All documentation for traffic of this nature must reflect the final destination AMC terminal identifier code (point where traffic departs AMC system for movement via other modes) as the APOD. The originating terminal (point where traffic entered AMC system) will reflect its terminal identifier code as the APOE. Should change in traffic status require modification of these elements, return all documentation to the appropriate service representative for re-accomplishment. **NOTE.** The manifest station, APOE, and APOD are the key elements in the Transportation Working Capital Fund (TWCF) billing process. When the manifest station is the same as the APOE, the TWCF will bill the customer to the APOD identified from the DD Form 1384. Any changes made to the origin APOE can result in either duplicate or no billing of customers. At the first point of entry in the AMC airlift system, the APOE must agree with the manifest station for billing to occur. When the manifest station is not the same as the APOE, this traffic is determined to be intransit and no billing will occur.

38. Utilization of Commercial Category B Contract Aircraft:

38.1. Passenger and Dual-Configured (passenger and cargo) Aircraft. Any passenger traffic authorized by DoDR 4515.13 may travel on the aircraft. Hazardous cargo must be packaged to meet Quantity Limitations according to AFJMAN 24-204 or 49 CFR or ICAO or IATA for passenger movement.

38.2. Cargo-Configured Aircraft:

38.2.1. Cargo and mail authorized movement by DoDR 4515.13 will be in accordance with DoDR 4500.32. In addition, all hazardous material will be in compliance with either ICAO, IATA, 49 CFR, or AFJMAN 24-204 (under DOT-E -7573) and appropriate competent authority approvals (CAA) or DOT exemptions.

38.2.2. Do not move passengers on cargo-configured aircraft except as indicated:

38.2.2.1. Escorts for human remains.

38.2.2.2. Any individual specifically identified in official travel order as a courier, guard, or escort for cargo or courier material.

38.2.2.3. Contract Administrators (CA) and Quality Assurance Evaluators (QAE) in performance of duties outlined in AMCI 24-201.

38.2.2.4. The number of passengers is normally limited to two. However, there are provisions in the standard category B contract that allows for installation of a third seat if there is sufficient space, and the contractor is notified of the requirement 24 hours prior to scheduled departure.

39. Utilization of Special Assignment Airlift Mission (SAAM) Aircraft. Use of unused space aboard SAAM aircraft for movement of eligible traffic in accordance with DoDR 4515.13 is authorized provided user requirements have been met and there are no overriding security or training requirements that would preclude the movement of eligible traffic. The senior AMC representative, air terminal manager or aircraft commander (when no AMC representative is available) in conjunction with the troop commander will make the determination to move eligible traffic.

40. Utilization of ARC Aircraft Operating with an AMC Mission Identifier. Cargo and mail authorized by DoDR 4515.13 may be moved on these aircraft between the CONUS and overseas areas and between and within overseas areas on dual-configured and cargo configured aircraft.

40.1. Utilization of ARC Aircraft Operating with an ARC Mission Identifier. Reference AMCI 11-208, for specific guidance, to include training missions.

41. Utilization of AMC Aircraft for Movement of Opportune Traffic:

41.1. General. As outlined in DoDR 4515.13-R, aircraft in a positioning, repositioning, or training status may be employed in the movement of DoD cargo on an opportune basis. Opportune airlift is the use of organic aircraft in a secondary role and the portion of airlift capability available for use after planned mission requirements have been met. Cargo space is available as a by-product of the primary military airlift mission performing assigned responsibilities. Use of opportune airlift will not delay scheduled departure of the aircraft or otherwise require an additional stop of the aircraft.

41.2. User Responsibilities. Traffic carried aboard organic aircraft must be authorized in DoDR 4515.13-R. Users desiring the use of AMC aircraft will ensure:

41.2.1. The AMC air terminal receives timely notification of requested support, and specific technical assistance, requirements NLT 7 days prior to planned mission operating date.

41.2.2. Cargo and equipment are prepared IAW DoD 4500.32-R, prior to arrival at the AMC air terminal.

41.2.3. User responsibilities are further defined in DoD 4500.9-R, Part III- Mobility, figure 302-2.

41.3. Air Terminal Responsibilities. Once the user has identified, in advance, the specific technical assistance required, the AMC air terminal will provide:

41.3.1. Joint inspection of cargo and equipment with the user, validation of user provided load plans, load team supervision, MHE and operators as needed, and coordinated airflow information.

41.3.2. AMC air terminal responsibilities are further defined in DoD 4500.9-R, Part III- Mobility, Figure 302-2.

42. Utilization of Theater (Non TWCF) Aircraft for Movement of Non TWCF Traffic Within Overseas Areas. Cargo and mail authorized by DoDR 4515.13 may be moved within overseas areas on theater aircraft in a non-reimbursable status provided:

42.1. Appropriate documentation is furnished for all cargo tendered to air terminals for onward movement.

42.2. The Chief, ATOC, determines, at time of acceptance, that movement is to be via theater aircraft, and that sufficient capability exists to preclude excessive port holding or warehouse saturation prior to movement.

42.3. The TCMD is annotated with "movement via theater aircraft."

42.4. Procedures:

42.4.1. Traffic identified and committed for "movement via theater aircraft" may be redocumented for movement on TWCF missions. However, once traffic enters TWCF system, it will not be diverted into the non-TWCF theater airlift movement system.

42.4.2. Prepare separate manifest to distinguish theater cargo and mail moving on the same aircraft when the aircraft is a theater aircraft moving both TWCF and non-TWCF traffic.

42.4.3. Cargo identified and committed for movement on theater aircraft will not be included in air terminal port level and reported in TWCF port levels.

42.4.4. Traffic identified for movement via theater airlift to a non-channel station may be transported on AMC TWCF aircraft on a space available basis subject to the provisions of this chapter.

43. Baggage Pallet Utilization on AMC Aircraft. When 20 or more passengers or troops are to be loaded on an AMC aircraft, a pallet position will be left open to accommodate the palletized baggage. If there is not space for a baggage pallet but sufficient space to floor load the baggage under the cargo, ATOC Duty Officer/ Senior Controller in coordination with aircraft loadmaster/boom operator may approve floor loading of the baggage.

44. Displacing Cargo with Passengers. Displacing space required cargo or mail for emergency leave or duty passengers on cargo or dual-configured missions is authorized on a case-by-case basis when timely movement cannot be provided on passenger missions. Approval authority is delegated to the air terminal operations officer. In all cases, the amount of cargo and mail displaced to accommodate these passengers will be held to a minimum. Space available passenger movement will not be considered until provisions have been made for the movement of all revenue cargo, mail or passengers.

45. Additional Crewmember (ACM) Priority of Travel:

45.1. When the number of ACMs desiring travel on a specific mission exceeds the seating capacity of the crew compartment, the CCC will advise the ATOC, which, in turn, will coordinate with the passenger terminal, so seats not previously assigned to duty or emergency leave passengers can be used. Notification should be made as far in advance as possible but not later than 3 hours prior to scheduled departure. Therefore, ACM travelers are to notify the CCC of their intentions at least 3 hours prior to their planned departure time. ACMs who intend to continue with a mission they are traveling aboard must ensure the crew notifies the CCC of their intentions at least 3 hours prior to scheduled departure from the en route station. En route CCCs are normally notified of an ACM's intent to continue on the same mission in the remarks section of the CCC departure message from the previous station or by air-to-ground radio communications with the aircraft commander. There may be instances, however, when these communications fail; therefore, through-load ACMs aboard missions with less than 3 hours scheduled ground time are exempt from the 3 hour prior time requirement but must ensure the CCC is notified of their intent as soon as possible after aircraft arrival.

45.2. Both originating and through-load space available passengers may be displaced by ACM travelers when proper advance notification is given.

45.3. Commanders empowered with the authority to grant ACM status must ensure ACM status is granted for legitimate purposes only. Therefore, air terminal personnel are not to question the validity of an ACM traveler's status.

46. Aircraft Mishap Reporting:

46.1. Notification. Initial notification of a mishap is the responsibility of the base nearest the scene of the mishap. The operations function initiates notification IAW AFI 91-204, *Investigating and Report-*

ing *US Air Force Mishaps*, to advise the last departure station, home base of the aircraft, AMC NAFs, and AMC headquarters.

46.1.1. If a commercial contract mission is involved in a mishap, it is the carrier's responsibility to notify the TACC. The TACC will notify the AMC NAF, which will notify the last station of departure.

46.2. Documentation. Upon notification of an aircraft mishap, all documentation for traffic aboard the aircraft will be sealed in envelopes, marked for official use only (FOUO), and sent to the records, reports, and analysis section. Handle the release of information pertaining to aircraft mishaps according to AFI 36-3002, *Casualty Services*; AFI 91-204, *Investigating and Reporting US Air Force Mishaps*; AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipping*; and AFI 31-401, *Managing the Information Security Program*.

ROGER A. BRADY, Maj Gen, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Code of Federal Regulations (CFR) 49

DoDD 3025.1, *Military Support to Civil Authorities (MSCA)*

DoDM 4000.25, *DoD Activity Address Directory (DoDAAD)*

DoDG 4500.54, *Foreign Clearance Guide*

DoDR 4500.9, *Defense Transportation Regulation, Parts I, II, III, IV.*

DoDR 4500.32, Volume 1, *Military Standard Transportation and Movement Procedures (MILSTAMP)*

DoDR 4515.13, *Air Transportation Eligibility*

DoDR 5030.49, *Customs Inspection*

DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

DoDR 5200.33, *Movement of Defense Courier Service*

DoDL 6050.5, *DoD Hazardous Materials Information System Hazardous Item Listing*

AFOSH 48-19, *Hazardous Noise Program*

AFOSH 127-31, *Personnel Protective Equipment*

AFOSH 127-100, *Aircraft Flightline-Ground Operations and Activities*

MILSTD 129-100, *Military Standard Marking for Shipment and Storage*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 24-201, *Cargo Movement*

AFI 25-201, *Support Agreement Procedures*

AFI 31-101, Volume 1, *The Air Force Physical Security Program*

AFI 31-209, *The Air Force Resource Protection Program (FOUO)*

AFI 31-401, *Managing the Information Security Program*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFI 34-501, *Mortuary Affairs Program*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFI 91-101, *The Air Force Nuclear Weapons Surety Program*

AFI 91-201, *Explosives Safety Standards*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Investigating and Reporting USAF Mishaps*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Standards*

AFMAN 37-126, *Preparing Official Communications*

AFMAN 37-139, *Records Disposition Schedule*

AFI 11-2C-5, Vol. 3, ADD A, *C-5 Configuration and Mission Planning*

AFI 11-2C-17, Vol. 3, ADD A, *C-17 Configuration/Mission Planning*

AMCP 36-1, *AMC Affiliation Program Airlift Planners Course*

AMCI 11-208, *AMC Tanker/Airlift Operations*

AFI 11-2C-141, Vol. 3, *C-141B Operation Procedures*

AMCP 55-41, *Civil Reserve Air Fleet (CRAF) Load Planning Guide*

AMCI 23-102, *Expeditious Movement of AMC VVIP and FSS Items*

AMCI 24-101, volumes 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 18, 21 and 22, *Military Airlift*

AMCI 24-201, *Commercial Airlift Management—Civil Air Carriers*

Allowance Source Code:

006, Organizational and Administrative Equipment

016, Special Purpose Clothing and Equipment

758, Aerial Port/Combat Control/Special Tactics Group/Airlift Control Element

Current Host-Tenant Agreement

Technical Orders (TOs)

1C-17A-9, Technical Manual Cargo Loading Instructions

1C-130A-9, Cargo Loading Manual

1C-130E-5, Basic Weight Checklist and Loading Data

1C-135(K)A-9, Technical Manual Cargo Loading Instructions

1C-141B-5, Basic Weight Checklist and Loading Data

1C-141B-9, Loading Instructions

1C-5A-5, Basic Weight Checklist and Loading Data

1C-5A-9, Loading Instructions

1C-10(K)A-5, Basic Weight Checklist and Loading Data

1C-10(K)A-9, Cargo Loading Manual

Department of Transportation (DOT) Exemptions, as appropriate

International Air Transport Association (IATA) Dangerous Goods Regulation (Required)

International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (Recommended)

Attachment 2

C2IPS, AF FORM 797, JOB QUALIFICATION STANDARD/COMMAND JOB JQS

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
1.13	Interpret Unit ID List TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-39					
1.14	Interpret Unit Location List TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-41					
1.15	Interpret and Edit Equipment Status Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-43					
1.16	Interpret C2IPS Generated Notices from Notices List Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-45					
1.17	Interpret Incoming Messages to Review/OS.Map Table TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-47					
1.18	Interpret Master Message Log List TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-50					
1.19	Interpret Incomplete/Recurring Message Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-52					
1.20	Interpret Outgoing Message Create Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-54					
1.21	Interpret Outgoing Message to Approve Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-56					
1.22	Process an ALREJECT Message TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-58					
1.23	Interpret the Mission Schedule Manage Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-60					
1.24	Interpret Single Mission Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-64					
1.25	Transmit Airlift Schedule Request Message TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-67					
TRAINEE NAME (Last, First, MI)						

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
1.26	Interpret Mission Remarks Display TR: C2IPS (TR) JPRL (15 Sep 97), Page A01-70					
2	TR C2IPS FUNCTIONS TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-1					
2.1	Interpret the Mission Summary Display TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-3					
2.2	Interpret the Outbound Mission Display TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-5					
2.3	Interpret Aircraft Control and Status Display TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-8					
2.4	Interpret Ramp List Display TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-11					
2.5	Interpret the Inbound Mission Display TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-13					
2.6	Update Sequence of Events (SOE) TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-17					
2.7	Interpret Load Displays TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-20					
2.8	Create Airlift Load (ALLOAD) Message TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-22					
2.9	Create Human Remains Message TR: C2IPS (TR) JPRL (15 Sep 97), Page E01-25					
TRAINEE NAME (Last, First, MI)						

Attachment 3

PASSENGER DEVIATION PROCEDURES FOR HAZARDOUS MATERIALS

A3.1. Responsibilities assigned.

A3.1.1. HQ AMC/DONC retains overall responsibility of the AMC passenger deviation program.

A3.1.2. HQ AMC TACC, Aerial Port Control Center issues passenger deviations to allow movement of passengers with P3-coded cargo IAW AFJMAN 24-204. APCC will also issue deviations for movement of passengers with P4-coded cargo on AMC missions as needed.

A3.1.3. AMC aerial port squadrons (APS) and Air Mobility Support Squadrons (AMSS) will issue passenger deviations for P4-coded cargo as specified in this supplement. Each APS and AMSS will develop procedures for requesting, issuing, and reporting passenger deviations.

A3.1.4. The appropriate Air Mobility Support Group (AMSG) will designate those AMSSs or terminals (within their respective area of responsibility) which are responsible for issuing passenger deviations for detachments, operating locations, contract air terminals, and small terminals. NAVAIRTERM, Norfolk will issue "P4" deviations for Caribbean region Navy terminals. CONUS Navy terminals (i.e., NAS Jacksonville) will request passenger deviations from TACC/APCC. Central and South America locations will request deviations from TACC/APCC.

A3.1.5. Deployed aerial ports issue deviations IAW this supplement. Deviation responsibility rests with the senior transportation representative. Units will retain deviation data at home station and report it when requested by HQ AMC.

A3.2. Aerial port/terminal deviation approval officials qualifications.

A3.2.1. Designated in writing by the Chief, Air Terminal Operations Center (ATOC) or ATOC freight commander.

A3.2.2. E-4 or above or civilian equivalent.

A3.2.3. 5-skill level.

A3.2.4. Hazardous material "Inspector" qualified.

A3.3. Issuing procedures.

A3.3.1. Passenger safety must be the prime concern. AMC policy is to move passengers and any hazardous materials on separate aircraft whenever possible. This means that unless mission requirements dictate otherwise, passengers and hazardous materials will not be moved together whenever airlift capability affords separation as an option. Deviations will not be used as authority to place hazardous materials restricted by 49 CFR, 172.101 from movement on passenger carrying aircraft on AMC contracted passenger aircraft (to include "Combi" aircraft).

A3.3.2. Deviation approval officials will exercise judgment in issuing deviations given the projected airlift flow through their stations. In all cases, cargo will be moved IAW established movement standards. Passengers will not displace cargo unless approved by the TACC/APCC. Deviations must only be considered in those situations when cargo and passenger movement on separate aircraft cannot be

accommodated due to excessive separation (as a minimum-24 hours) in scheduled airlift through a station.

A3.3.3. Deviation issuing officials will consider availability of alternate movement. Whenever possible, passengers should be carried on.

A3.3.3.1. Passenger only aircraft.

A3.3.3.2. Cargo aircraft without hazardous materials on board.

A3.3.3.3. Aircraft carrying only P5-coded hazardous materials.

A3.3.4. Deviation approval official will also consider when approving or disapproving deviations if:

A3.3.4.1. Aircraft is equipped with Emergency Passenger Oxygen System (EPOS).

A3.3.4.2. Quantity per package is equal to or less than authorized for passenger movement specified in 49 CFR, 172.101, Hazardous Materials Table. IATA, Dangerous Goods Regulations or ICAO, Technical Instructions may be used in place of 49 CFR.

A3.3.5. Passenger travel, other than mission essential, may not accompany cargo moved IAW a compatibility or packaging waiver unless authorization is included in the waiver. When a DOT Exemption or Competent Authority Approval (CAA) identifies material as cargo aircraft only, a passenger deviation may be issued IAW this attachment if PSN is P3 or P4-coded in AFJMAN 24-204. If P5-coded, follow procedures for issuing a "P4" deviation.

A3.3.6. Aerial ports/terminals must ensure passengers are eligible to travel with hazardous materials IAW this supplement prior to releasing seats on non-AMC controlled aircraft. The TACC/APCC or aerial ports/terminals will not issue deviations for non-AMC missions. Requests for passenger deviations on non-AMC missions will be directed through TACC/APCC to appropriate MAJCOM/Service authority.

A3.3.7. Passenger deviation approvals are not required for:

- Guards
- Couriers
- Technical Escorts
- Maintenance Repair Team (MRT) members
- Additional Crew Members (ACM)
- AMC Mission Observer (AMO)
- Mission Essential Ground Personnel (MEGP)
- Participants in a tactical/contingency/emergency operation (mission essential).

NOTE: Above individuals traveling on aircraft carrying "P1" or "P2" hazardous materials will have protective equipment equal to or greater than what is used by the aircrew.

- or Duty passengers with P-4 coded cargo

A3.3.8. Passenger deviations will be documented using AMC Form 145, Passenger Deviation Request. For requests requiring TACC/APCC approval, FAX or electronically transmit form with completed information to DSN 576-1713 or commercial (618) 256-1713 at least 4 hours prior to mission departure. List only passenger prohibited items ("P3" or "P4") on AMC Form 145.

NOTE: Substitute "APCC" with three letter identifier of aerial port/terminal issuing deviation.

A3.3.8.1. Deviation format: Issuing station/calendar year/Julian day/sequence number.

Example: RMS9713601, HIK9714502, APCC 9714106

A3.3.8.2. Stations designated as issuing agencies for other locations will substitute that location's identifier in the deviation number. Example: Ramstein issuing a deviation for Cairo would use – CAI-97-016-01.

For hazardous cargo requiring passenger deviation number ensure the deviation number is granted through enroute stations to the hazardous cargo final destination in the mission routing. Example; Mission originates at Dover, intransit stop at Ramstein, with final destination Tel Aviv, passenger deviation will read as DOV-97-310-01, to TLV

A3.4. Operating Guidelines.

A3.4.1. Deviations remain in force until the hazardous materials or passengers are removed from the mission.

A3.4.2. Intransit stations may move additional cargo or passengers with like characteristics to the same destination under a deviation issued by a previous station as long as passenger deviation restrictions are not violated.

A3.4.3. Intransit stations will use guidelines in paragraph A2.3 of this attachment prior to placing passengers on aircraft already operating under a deviation or before adding P3 or P4-coded cargo to an aircraft already carrying passengers.

A3.4.4. The ATOC will ensure the originating and intransit passenger deviation number(s) are clearly annotated on the passenger manifest, AF Form 4080, and Load Departure Message.

A3.4.5. In all cases, the most restrictive deviation takes precedence. TACC/APCC issued deviations take precedence over any issued by an APS/AMSS.

A3.5. Passengers (non-participants) may travel on tactical, contingency, or emergency validated missions (AFJMAN 24-204, Chapter 3) only if:

- Hand-carried individual issue hazardous materials are limited to small arms-type ammunition (C/D 1.4S or 1.4C), NBC equipment, or chemical/first aid kits.

- All other hazardous materials are in proper shipping configuration or packaging which would allow movement on a channel mission. Note: Do not place non-mission related passengers on aircraft transporting vehicles exceeding one-half fuel tank capacity or support equipment which is not drained.
- All hazardous materials are compatible IAW AFJMAN 24-204, Tables A18.1 and A18.2.
- A passenger deviation is approved, if required.

Attachment 4**PORT TO PORT CLEARANCE REQUIREMENTS**

A4.1. The APOE will request port-to-port clearance for the air shipment of explosives at the earliest possible date, but at least 24 hours in advance (unless a specific location requires a greater notification time). The APOD will respond to the request ASAP. An APOE will not ship any explosives without APOD approval except when free-flow is authorized. Enroute stations must ensure all upline and downline stations are aware of their requirements to move cleared explosives. This should prevent incompatible cargo from being loaded or planned by upline and downline stations. Port-to-port clearance requests will include:

- (a) PSN and UN Number
- (b) Class/Division and Compatability Group
- (c) Net Explosives Weight (NEW)
- (d) Commodity Code/Risk Category
- (e) Pieces/Weight/Cube
- (f) Requested arrival date
- (g) Mission number and aircraft tail number (if known)

NOTE: Class/Division 1.5 will be treated the same the same as Class/Division 1.1 for clearance requirements.

A4.2. APOE must also consult foreign clearance guide for any diplomatic clearance requirements. APOE will follow procedures published in AMCI 11-208, Tanker/Airlift Operations, except as noted for the following locations:

- (a) **Andersen AFB, GU.** All explosives require 48 hours clearance except Class/Division 1.4C, D, E and S. Free Flow of Class/Division 1. 4C, D, E, and S is authorized up to two 463L pallets or 1000 LBS NEW. Whenever possible, intransit explosives should be planned on direct missions to minimize handling and storage. POC is the 634h AMSS Capability Forecasting Office at DSN 366 - 6055/3125.
- (b) **Aviano AB, IT.** All Class/Divisions of explosives must be cleared at least 48 hours prior to departure from the APOE. Limited temporary storage is available on a case by case basis for transiting explosives. Aircraft parking is limited to 30,000 lbs. NEW. POC is Aviano ATOC at DSN 632 - 7704 or FAX 632 - 4270. Message address is: Det 3 621AMSG Aviano AB IT//XOC//.
- (c) **Bahrain.** All explosive shipments require 14 days clearance prior to arrival. Contact ATOC at DSN 318 - 439-3321 to coordinate movement.

(d) **Charleston AFB, SC.** All explosives require 48 hours clearance prior to arrival. Free Flow of explosives is not authorized. POC for explosive clearance during normal duty hours is 437th APS, Capability Forecasting at DSN 673 - 3193/3194. After duty hours, weekends and holidays contact the Aerial Port duty Officer at DSN 673 - 3246.

(e) **Christchurch, NZ.** All Explosive Class/Divisions, destined for consignees in New Zealand, can be accepted into Christchurch. Only explosive Class/Divisions 1. 4, 1. 5, & 1. 6, can be accepted as through-load explosives on missions transiting Christchurch. No explosive Class/Divisions can be transhipped through Christchurch due to no Explosive Storage Capability. All clearance requests for terminating or through-load explosives must be coordinated a minimum of 14 days prior to arrival. Clearance requests for terminating explosives must include, in addition to normal information requirements, the Consignee's clear text name and address. POC is DET 13, ANG Flight Operations at commercial 64 – 3-358 - 1455 ext. 35069, FAX 64 – 3 – 358 - 1458, or e-mail: <mailto:CHC.AMCOPS@IAC.ORG.NZ>

(f) **Dover AFB, DE.** All explosive Class/Divisions must be cleared 24 hours prior to scheduled departure. Free Flow of explosives is not authorized. POC is the explosive coordinator at DSN 445 -2304/2303 during duty hours. After duty hours contact the aerial port duty officer, DSN 445 - 2300/2301.

(g) **EIELSON AFB AK.** All explosive shipments must be coordinated at least 48 hours prior to departure. There is no intransit storage site at EIELSON AFB AK. Due to operating hours all explosives must be cleared from Monday to Friday during operating hours. POC CATO EIELSON AFB AK. ATOC DSN 377 - 3257 or e-mail <mailto:ROGER.GRAY@EIELSON.AF.MIL> or <mailto:DAVID.HALTER@EIELSON.AF.MIL> DSN FAX 377 - 3095

(h) **Elmendorf AFB, AK.** All explosives to include Class/Division 1.4 require a minimum of 48 hours advance notice prior to entering the Alaskan theater to include EIELSON AFB. Primary POC is Elmendorf load planning, DSN 552 - 2548 or FAX 552 - 1919. Alternate POC is Elmendorf ATOC, DSN 552 - 3684/2104.

(i) **Fukuoka.** Fukuoka **cannot** accept any level of Explosives.

(j) **Guantanamo Bay NAS, Cuba.** All Class/Divisions of explosives must be cleared at least 72 hours prior to departure from APOE. Temporary storage is on a case by case basis. FAX requests to: (011) – 539 – 6070 or call DSN 564 – 8857.

(k) **Hickam AFB, HI.** All explosives transiting or terminating Hickam must be coordinated at least 48 hours prior to scheduled departure. Explosive aircraft parking is limited to two spots not to exceed 29,000 lbs. NEW. Unlimited Free Flow of transiting 1.4 explosives is authorized. Free Flow of terminating Class/Division 1.4 up to 10,000 lbs. gross weight or four pallets is authorized, except for Class/Division 1.4 compatibility groups B, G, and F, which require 48 hours clearance approval. Contact Hickam ATOC at DSN 449 - 6919/6981. Message address is: 635AMSS Hickam AFB HI//TROO//.

(l) **Incirlik AB, TU.** All explosives require 72 hours clearance prior to arrival. In addition, all shipments of explosives require a Turkish Diplomatic Authorization number (TDA #). Foreign military sales explosives are exempt from the TDA # requirement. POC is ATOC at 676 - 6018/6811, FAX 676 - 3134. E-mail: <mailto:628AMSS.tro@incirlik.af.mil>

(m) **Iwakuni, JA.** 24 hours prior notification is required for any quantity of Class/Division 1.1 or 1.2, as well as any other Class/Divisions greater than 5,000 lbs. NEW. Maximum single aircraft load of Class/Division 1.1 and/or 1.2 is 30,000 lbs. NEW. POC is Mr. Kevin Walsh DSN 253 - 3818

(n) **Jacksonville NAS Florida.** All Class/Divisions of explosives must be cleared at least 72 hours prior to departure from APOE. Contact Base Operations at DSN 942 - 2511

(o) **Kadena AB, JA.** All transiting and terminating Class Division 1.1 – 1.3 require 48 hour coordination for approval/disapproval based on aircraft arrival time at KADENA. Any Class/ Division 1.4 compatibility other than S, terminating at KADENA, requires 48 hour for approval/disapproval based on arrival time of aircraft at KADENA. Please send courtesy notification 24 hours prior to aircraft arrival for Free Flow Class/ Division 1.4S. Terminating Class /Division 1.4 shipments that exceed usable dimensions of a single pallet or 1.4 shipments exceeding 250 lbs. NEW require 48 hour coordination for approval/disapproval based on aircraft arrival time at KADENA. All Class/ Division 1.4 explosives regardless of compatibility group **TRANSITING** Kadena are Free Flow. Please send courtesy notification 24 hours prior to aircraft arrival at KADENA. POC's e-mail <mailto:633explosives@kadena.af.mil> FAX 634 - 5778 Voice: DSN 634 - 4631, 634 - 3969 COMM. 011 – 81 – 6117 - 344631. POC is 633d AMSS LOAD PLANNING TRKSP. Duty hours are 2200z - 1400z. Contact ATOC for emergencies after duty hours at DSN 634 - 3535, Comm. 011 – 81 – 6117 - 343535.

(p) **KIMHAE AB KO.** KIMHAE is **prohibited** from handling any explosive class.

(q) **KUNSAN AB KO.** Class/Division 1.3 with 100 lbs. or less NEW, and 1.4 limited to 1 each 463L pallet explosives must be coordinated at least 72 hours prior to scheduled departure. All other Class/ Divisions and NEW must be coordinated at least 5 days prior to scheduled departure. POC is CATO-KUNSAN ATOC at DSN 782 - 4737, e-mail: <mailto:ED.OWNES@KUNSAN.AF.MIL>.

(r) **Lajes Field, PO.** All transiting or terminating explosives movement must be coordinated at least 48 hours before scheduled departure from APOE. Explosives aircraft parking is limited to 30,000 lbs. NEW (all Class/Divisions). Limited temporary storage is available. POC is 629 AMSS ATOC, DSN (from CONUS) is 535 - 4217 or (from Europe) 245 - 4217. Message address is: 629AMSS Lajes Fld AZ//TROO//.

(s) **MACDILL AFB FL.** All explosives require 72 hours clearance prior to arrival. Contact Aircraft Services at DSN: 968 - 8867/8864/8865/2614 to coordinate movement.

(t) **McGuire AFB, NJ.** All explosives require five days clearance prior to arrival. There is no multi-pallet explosive storage capability. POC is capability forecasting, DSN 440 - 4914, Comm 609 - 724 - 4914.

(u) **Mildenhall, UK.** All explosive Class/Divisions must be cleared 48 hours prior to scheduled departure. Any explosives shipped on a multi-pallet train, terminating or transiting, should be coordinated at the earliest possible date but at least 48 hours prior. Include consignee in request for terminating explosives. During normal duty hours contact Capability Forecasting at DSN 238 - 5519, FAX 238 - 5521 or e-mail <mailto:angela.dav@MILDENHALL.AF.MIL> for approvals. After duty hours, weekends, and holidays contact the aerial port duty officer at DSN 238-3188.

(v) **MISAWA AB JAPAN.** All explosives require minimum 24 hours clearance except Class/Division 1.4 that is Free Flow up to 1000 lbs. NEW, but prior notification is required. Message address is RUL-TAAA/AMC CATO MISAWA AB JA//TROO// POC is Mr. Bill Johnson at DSN 226 - 2471, FAX: 226 - 2461 or e-mail: <mailto:WILLIAM.JOHNSON@MISAWA.AF.MIL> or <mailto:MSJATOC@HOTMAIL.COM>.

(w) **Naples, IT.** **Cannot** accept any Class/Division 1.1 thru 1.3 explosives, including transiting explosives. small quantities of Class/Division 1.4 may be accepted with prior authorization of USDO Rome. All movement must be coordinated 48 hours prior. POC is Naples ATOC, DSN 626 - 5226/5431 or FAX 626 - 5259.

(x) **Norfolk, VA.** All explosives require 72 hours clearance. POC for clearances is the weapons station duty officer at DSN 564 - 1364//2732. All requests must be followed up by a message to: LANTORD-COM DET Swells Point VA.

(y) **Osan AB, KO.** All explosives require 72 hours clearance except Class/Division 1.4. Free Flow of Class/Division 1.4 up to 1,000 lbs. NEW is authorized but prior notification is required. Shipments of Class/Division 1.4 exceeding 1,000 lbs. NEW require prior approval. POC Capability Forecasting, DSN 784- - 4288.

(z) **PAGO PAGO IAP.** This airport office requires a 24 hour notification prior to arrival for all explosives. POC is David Prescott at the AMC Office at (684) 699 - 4262 and the e-mail <mailto:AMCPPG@SAMOATELCO.COM> OR AMCPPG@HOTMAIL.COM

(aa) **PRINCE SALTIN AB, SA.** All explosives must be coordinated in writing at least 15 days prior to departure from the APOE. A Ministry of Defense Agency (MODA) clearance number is required for all explosives. Failure to properly coordinate the shipments will most likely result in delaying the delivery of explosives by Saudi authorities. POC is load planning at DSN 434 - 7146 or e-mail: <mailto:8Eamss.trou@psab.aorcentaf.af.mil> (all lower case).

(ab) **Ramstein AB, GE.** All Class/Division 1.1 thru 1.3 must be cleared 72 hours prior to arrival. The Free Flow of Class/Division 1.4 is limited to terminating explosives (Germany, Luxembourg, Denmark) not to exceed 64,000 lbs. gross weight. Quantities exceeding this amount must be coordinated 72 hours in advance. POC is Ramstein Capability Forecasting DSN 479 - 4419/4418, FAX 479 - 5224. Message address is: 623AMSS Ramstein AB GE//TRO//.

(ac) **Rhein Main AB, GE.** Aircraft carrying Class/Division 1.1 and 1.2 explosives are prohibited. Aircraft may carry Class/Division 1.4 (any quantity) and Class/Division 1.3 (not exceeding 100 lbs. NEW). Temporary storage is limited to Class/Division 1.4 (not to exceed 1,800 cubic feet) and Class/Division 1.3 (not to exceed 100 lbs. NEW). Contact 626 AMSS/TROC, DSN 330 - 7013 for temporary storage.

(ad). **Richmond Australia.** All explosive shipments require 14 days clearance prior to arrival.

RESTRICTIONS: Richmond can accept class 1.1, 1.2, 1.3, and 1.4 explosives. Due to flight line parking restrictions, NEQ limits and ramp parking locations are as follows for C141 and C-5 type aircraft: **Class 1.1** = 49.9 kgs // western apron with waiver only; **Class 1.2.1** = 2000 kgs // western apron; **Class 1.2.2** 8000 kgs // western apron; **Class 1.3** = 9000kgs // western apron and 1000 kgs // spot 2; **Class 1.4** = 9000 kgs // western apron and 2000kgs // spot 2/3 **Note:** Due to lack of separation distance between spot 2 and 3, aircraft cannot occupy both spots during EO loading operations.

APPROVING OFFICE: E- mail clearance requests to Det 1 635 AMSS/TR at <mailto:gregorytheroux@teamrichmond.org> Or FAX at comm.: 011 - 612 - 4587 1663. For any further clearance questions please contact RCM AMC OPS At 011 - 612 - 4587 - 1655.

(ae) **Roosevelt Roads NAS, Puerto Rico.** All Class/Divisions of explosives must be cleared at least 72 hours prior to departure from APOE. Temporary storage is on a case by case basis. Contact ATOC at DSN 831 - 4263 and the Ordinance Chief at DSN 831 - 4288.

(af) **Tel Aviv, IS.** Class/Divisions 1.1 and 1.2 require 30 days advance notice to arrange for onward movement. Explosive Class/Divisions 1.3 and 1.4 require 14 days notice prior to entering Israel. There is **no** intransit explosive storage, or overnight parking of explosives loaded aircraft. POC is AMC Rep, Commercial 00 (Europe) or 011 (CONUS) 972 - 3 - 935 - 8697.

(ae) **Travis AFB, CA.** The following explosives must be cleared all 1.1, 1.2, and 1.3. 1.4 with compatibility groups of A, B, F, H, J, K, L, and N or any explosives that exceeds the usable dimensions of a single pallet, including multi-pallet trains must also be cleared. Free Flow is authorized for 1.4 with compatibility groups of C, D, E, G, and S provided inhabited building distance (IBD) is 1250 feet or less, total NEW per aircraft is 1,000 pounds or less, and shipment does not exceed 2, 463L pallets. Three to five pallet positions requires a 72 hour courtesy call. Shipments exceeding five pallet positions requires clearance. POC is 60 APS duty officer, DSN 837 - 4551/4552

(af) **Yokota AB, JA.** All transiting and terminating Class/Division 1.1 thru 1.4 require 72 hours prior notification. Free Flow of 1.4 is not authorized. Explosives exceeding an IBD of (12) requires 60 days advance notice and 30 days advance clearance. All clearance requests are based on parking capability and prearranged onward movement of explosives. Send requests to 630AMSS Yokota AB JA//TRK// POC's are SRA Nathaniel Brooks, Primary and SSgt Josh Adnson, Alternate. Contact numbers are DSN 225 - 8930/9615 and FAX is DSN: 225 - 8472.

A4.3. Submit any changes to the explosives clearance requirements to HQ AMC/DONC.

Attachment 5**IC FY2001-01 TO AMCI 24-101V9, AIR TERMINAL OPERATIONS CENTER**

20 JULY 2001

SUMMARY OF REVISIONS

This interim change (IC) provides updated guidance on Couriers and Defense Courier Service procedures.

28. Couriers and Defense Courier Service (DCS):

28.1. DCS material shipments consist of highly classified national security material that requires courier escort. DCS shipments will consist of belly-loaded/palletized or hand-carried items, or a combination of the two methods. Courier escorts will either be dedicated (assigned to the dispatching DCS station) or designated (from aircrew or pax manifest).

28.1.1. Dedicated DCS Couriers. Dedicated couriers are members of the US Armed Forces or civilian employees assigned to the DCS, possess the proper security clearance, have successfully completed the DCS Training School, are qualified by the Commander, DCS, and can be identified by credentials issued by the DCS. Dedicated couriers at stations located on AMC installations also have flight line badges.

28.1.2. Designated Couriers. A designated courier is an appropriately-cleared active duty member of the US Armed Forces (in the grade E5 or above) or, when authorized, a US Government civilian employee (in the grade GS-5 or above), who is selected to take custody of, safeguard, and escort a particular DCS shipment.

28.2. DCS Material Escorted by DCS Couriers. TACC/XOG channel directors (bookies) will space block the material and DCS couriers on a designated scheduled AMC cargo, dual configured, or passenger programmable (bookable) missions. DCS will simultaneously submit Courier and cargo space block requirements to TACC/XOG. TACC/XOG will simultaneously space block the material and DCS Couriers as identified by DCS personnel. Passenger charter missions will not normally be used for cargo movement. Cargo moved on charter missions will be within the limitation of the ground-handling contract and will not displace passenger baggage.

28.3. As a minimum, all DCS material is authorized transportation priority 1 (TP-1), in accordance with DTR 4500.9R, Part II. Each shipment unit of DCS material will be addressed and marked with a DD Form 1387, Military Shipment Label.

28.4. AMC Contract Aircraft Procedures. Two seats on AMC contracted cargo aircraft shall be provided for DCS couriers at no cost, if available, and not utilized by the contractor for immediate mission support, as approved by the Administrative Contracting Officer (ACO). Space blocking of cargo and personnel will be synchronized.

28.5. DCS Responsibilities:

28.5.1. Submit Courier and cargo requirements for space blocking to TACC/XOG bookies, at a minimum of 24 hours prior to required movement date on channel missions. Requests submitted inside 24-hour window will be evaluated/executed by APCC and the active bookie as required to meet DCS mission requirements. As a minimum request must include:

28.5.2. Justification for space block (i.e., DCS Courier with cargo).

28.5.3. Name, Grade, and SSAN of Dedicated Couriers. Indicate whether couriers will be designated or aircrew member, when dedicated couriers will not be used.

28.5.4. Excess baggage or other special requirements.

28.5.5. Type of cargo (palletized, loose, or hand-carried), TCN, piece/weight/cube.

28.5.6. Requested movement date and destination.

28.5.7. Name, DSN, and commercial phone number of POC (24 hour).

28.5.8. Ensure space blocked cargo or passengers are coordinated to move and are delivered to the port in a sufficient amount of time to prevent disruption of aerial port operations.

28.5.9. At origin station, prepare shipments and documentation IAW DTR Part II.

28.5.10. Coordinate passenger escort requirements with ATOC 12 hours prior to mission departure or within the time parameters established by local aerial port directives.

28.5.11. Contact ATOC to determine aircraft arrival, departure, and loading information (for example, ETA, ETD, parking spot, courier's names, and size of shipment, etc).

28.5.12. For movements by dedicated couriers, ensure courier travel orders are delivered to the passenger terminal no later than 3 hours prior to flight departure.

28.5.13. For movement by designated couriers, provide escort for the couriers and DCS material to the aircraft and support the couriers until the aircraft departs.

28.6. TACC/XOG Responsibilities:

28.6.1. Provide 24-hour assistance to process space block requests for both cargo and passenger requirements to include arranging seat reservations on passenger bookable missions.

28.6.2. Confirm validity of request and, if approved, notify the appropriate aerial port capability forecaster and DCS personnel of flight information.

28.6.3. Annotate the GDSS Form 59 for the appropriate mission selected to meet DCS movement requirements.

28.7. Aerial port Responsibilities:

28.7.1. Ensure appropriate aerial port agencies are notified of DCS space block requirements.

28.7.2. Coordinate with DCS personnel on aircraft arrival, departure, and loading information (for example, ETA, ETD, parking spot, and courier's names, size of shipment, etc).

28.7.3. Process cargo IAW AMCI 24-101, Vol 11.

28.7.4. Process and manifest DCS personnel on the selected mission IAW AMCI 24-101, Vol 14.

28.7.5. If required, provide escort to DCS personnel to monitor cargo loading.

28.8. Courier Designation. DCS will designate couriers as specified in DOD 5200.33-R, *Defense Courier Service Regulation*. Active duty military members eligible for designation and traveling in a duty status are obligated to act as designated couriers when requested to do so. Aircraft commanders may be designated if they consent and must approve the designation of copilots. All other qualified aircrew members may be designated as couriers by authorized DCS personnel. DCS will not designate aircrew members if they are scheduled to crew rest or crew change at a base where there is no DCS or provisional courier sta-

tion. The designated aircrew member is responsible for safeguarding the courier material until properly relieved by DCS representative or other competent authority acting for DCS. Space available passengers should be designated as couriers only as a last resort, if selected, they must comply with DOD 4515.13R and AMCI 24-101, Vol 14.

28.8.1. Designated couriers shall not be used for escort when the aircraft is scheduled to make an intermediate stop in excess of 5 hours, unless a dedicated DCS or provisional courier at the intermediate stop can meet them.

28.8.2. When the originating DCS station elects to designate the mission couriers, a station member will ask the Passenger Service Center representative for a list of eligible passengers checked in on the flight. The DCS member will select eligible passengers as mission couriers and inform the Passenger Service Center representative. Selected passengers will be taken to the DCS station for a briefing on duties and appropriate procedures. The DCS station will coordinate the loading of these passengers with the Passenger Service Center representative.

28.8.3. Designated couriers, regardless of their source of selection, are responsible for safeguarding the courier material until properly relieved by DCS representatives or other competent authority acting for DCS. Designated couriers will not be separated from their material during flights or at stops.

28.8.4. DCS designated couriers will not be separated from the material until relieved by appropriate officials at destination.

28.8.5. Designated couriers will keep small quantities of DCS material in their personal custody; large shipments require stowage in aircraft compartments. In such cases, couriers will witness material storage and compartment securing, and will board only when aircraft is ready for departure. Boarding procedures for couriers having material in their personal custody will be IAW AMCI 24-101, Vol 14. At destination, cargo couriers will deplane first.

28.8.6. Should an aircraft make an unscheduled en route stop at either a commercial or military airfield, DCS designated couriers will be permitted to deplane to ensure there is no removal or tampering with stowed material. Coordination with the crew and ground handlers for escort is required.

28.9. At destination station, DCS personnel will contact ATOC or Command and Control Center (CCC) to determine aircraft arrival and courier information (for example, ETA, parking spot, designated DCS courier's names, passenger or aircrew member, size of shipment, etc).

28.10. When temporary secure storage of DCS material is required at an en route or diversion station (for example, other than destination station), DCS passenger or aircrew member courier will request assistance from the base CCC for necessary security arrangements. The squadron or port operations officer will effect liaison with base commanders to alert them to the fact that DCS material (assume material is TOP SECRET) may require temporary storage at their location pending onward movement by DCS or DCS-designated couriers.